TAPUCATE is an application for teachers for the administration of classes, pupils, marks, etc. TAPUCATE is designed for speed and maximum user comfort. With this mark-administration system the paper chase is a thing of the past!

TAPUCATE

Manual

Level of November 19th, 2013

Apenschi® Software

I. Table of Contents

I. Table of Contents

I. TABLE OF CONTENTS 1

II. INTRODUCTION 7

III. *TAPUCATE* OVERVIEWS 10

A. CLASSES OVERVIEW 10
TAP FUNCTION OF THE CLASSES OVERVIEW 10
SWIPE FUNCTION OF THE CLASS LIST 12
SETTINGS FOR THE CLASSES OVERVIEW 13
a) ActionBar settings of the classes overview 13
b) Settings for the class list 14

B. STUDENT OVERVIEW 15
TAP FUNCTION OF THE STUDENT OVERVIEW 15
SWIPE FUNCTION OF THE STUDENT OVERVIEW 17
SETTINGS FOR THE STUDENT OVERVIEW 18

C. STUDENT BASE DATA 19
TAP FUNCTION IN THE STUDENT BASE DATA 19
SWIPE FUNCTION IN THE STUDENT BASE DATA 19

IV. THE CLASS 20

A. FUNCTIONS OF THE CLASS 20
FIRST STEPS: ADD A NEW CLASS 20
CREATE OR DELETE SUBJECTS 22
EDIT A CLASS 22
DELETE A CLASS 22
PRINT A CLASS/CLASS OVERVIEW / CREATE A PDF-SCREENSHOT 23

V. THE STUDENT 25

A. FUNCTIONS OF THE STUDENT 25
ADD A NEW STUDENT 25
EXPORT STUDENT BASE DATA 27
PRINT STUDENT BASE DATA / CREATE A PDF-SCREENSHOT 28
EDIT STUDENT BASE DATA 29
ASSIGN A STUDENT TO MULTIPLE CLASSES/COURSES 29
a) Student: assign to multiple classes/courses 30
b) Classes/courses: assign existing student 30
MOVE STUDENT TO ANOTHER CLASS 31
a) Move ONLY student base data 31
b) Move ALL student data 31
DELETE/HIDE A STUDENT 32
SORT STUDENTS 33

I. Table of Contents

Call or mail student contacts 34
a) Call a student contact 34
b) Mail a student contact 35
Create new student reminder 36
Display age and birthday of a student 36
Birthdays 37

VI. GRADING 38

A. Single grade 38
Enter a single grade 38
Edit single grade 41
Delete single grade 41
B. The Serial Input 42
General information 42
Serial input Overview 43
Grading with the serial input 44
Entering grades an entries with the serial input 46
Grade Distribution 48
Edit a serial input 48
a) Using the serial input overview 48
b) Using the grades/entries/reminders 48
Creating a copy of a serial input 49
Print a serial input/ Create a PDF-Screenshot 49
Delete serial input 50
a) Delete single serial input 50
b) Delete multiple serial inputs at once 51
C. Performance chart, export, print, eMail 51
Performance chart (TAPUCATE-Extension-App „EP1“) 51
Export grades 52
Print grades / Create a PDF-Screenshot 52
Send an eMail with a PDF-Screenshot 54
D. Grading system 54
General information 54
Select a grading system for a class 55
a) Select a grading system for a class 55
b) Use decimal grading for a class 55
Create a custom grading system 56
a) Extend an existing grading system 56
b) Create a custom grading system 57
E. Grading categories 57
General information 57
Create a new main category 58
Move a main category 59
Delete a main category 59
Add subcategory 60
Move subcategory 60
Deactivate/delete subcategory 60

I. Table of Contents

F. WEIGHTING, GROUPING, ROUNDING, DECIMAL PLACES 61
GENERAL INFORMATION 61
WEIGHTS FOR INDIVIDUAL GRADES 63
WEIGHTS FOR GRADING CATEGORIES 64
GROUPING 65
ROUNDING 66
DECIMAL PLACES 66

VII. ENTRIES 67

A. STUDENT ENTRIES (E.G. ABSENCE) 67
STUDENT ENTRIES: GENERAL INFORMATION 67
DISPLAYING STUDENT ENTRIES IN THE CLASS LIST 67
STUDENT ENTRIES IN THE STUDENT OVERVIEW 68
CREATE A SINGLE STUDENT ENTRY 69
ADD STUDENT ENTRIES FOR A WHOLE CLASS 71
SETTING A STUDENT ENTRY TO EXCUSED/DONE 73
a) Student overview 73
b) Delete (entry-)reminder 73
c) Serial input 74
d) Class overview 74
ENTER GRADES FOR STUDENT ENTRIES 74
SEND EMAILS TO ENTRIES 75
a) Open/due entries … class list 76
b) Single entry details … student overview 76
c) All entries with a PDF-Screenshot … student overview 77
DELETE STUDENT ENTRIES 77
PRINT STUDENT ENTRIES/ CREATE A PDF-SCREENSHOT 77
EXPORT STUDENT ENTRIES 79
ADD A NEW ENTRY TYPE 79
EDIT AN ENTRY TYPE 82
DELETE AN ENTRY TYPE 82
B. CLASS ENTRIES 83
CLASS ENTRIES: GENERAL INFORMATION 83
CREATE A NEW CLASS ENTRY 84
EDIT A CLASS ENTRY 84
DELETE A CLASS ENTY 85
CREATE A COPY OF A CLASS ENTRY 85
PRINT CLASS ENTRIES 85
CREATE A NEW CLASS ENTRY TYPE 86
EDIT A CLASS ENTRY TYPE 86
DELETE A CLASS ENTRY TYPE 87

I. Table of Contents

VIII. REMINDER 88

A. GENERAL INFORMATION 88
B. STUDENT REMINDER 88
DISPLAYING STUDENT REMINDER 88
CREATE A STUDENT REMINDER 89
EDIT A STUDENT REMINDER 89
DELETE A STUDENT REMINDER 89
C. CLASS REMINDER 90
DISPLAYING A CLASS REMINDER 90
CREATE A CLASS REMINDER 90
EDIT A CLASS REMINDER 91
DELETE A CLASS REMINDER 91
D. ENTRY REMINDER 91
DISPLAYING A ENTRY REMINDER 91
CREATE A ENTRY REMINDER 92
EDIT AN ENTRY REMINDER 92
DELETE AN ENTRY REMINDER 92
E. REMINDER OVERVIEW 93

IX. PRIVACY PROTECTION 94

A. GENERAL INFORMATION 94
B. SETTING AN ACCESS PASSWORD 95

X. DATA BACKUP 96

A. GENERAL INFORMATION 96
B. MANUAL BACKUP 97
1 → BACKUP 97
2 → BACKUP TO DIFFERENT FOLDERS 98
3 → BACKUP WITH ADDITIONAL EXTERNAL COPY 99
a) Manual copy to a PC 99
b) Backup to an eMail account 100
c) Backup to the cloud and sync with a pc 101
C. AUTOMATIC BACKUP 102
CONFIGURE AN AUTOMATIC BACKUP 102
SEND AUTOMATIC BACKUP BY EMAIL 104
SEND THE AUTOMATIC BACKUP TO THE CLOUD AND SYNC WITH A PC 105
D. BACKUP STUDENT PICTURES 106
E. RESTORE BACKUP 107
RESTORING MANUAL BACKUPS 107
RESTORING THE LAST AUTOMATIC BACKUP 108
RESTORING BACKUPS FROM THE CLOUD OR A PC 109
F. EXPORT/IMPORT DATABASE 110
EXPORT DATABASE 111
IMPORT DATABASE 111

I. Table of Contents

G. RECOMMENDED PROCEDURE FOR BACKUPS 113
SETTINGS 113
PROCEDURE 113

XI. SWAP DATA BETWEEN DIFFERENT DEVICES 115

A. MOVING DATE TO A (NEW) DEVICE JUST ONCE 115
B. USING DATA ON DIFFERENT DEVICES 116
INITIAL CONFIGURATION 116
DATA EXCHANGE 117

XII. IMPORT/ EXPORT STUDENT DATA 119

A. IMPORT STUDENT DATA 119
IMPORT WITH MICROSOFT EXCEL™ 120
IMPORT WITH MAC™ OS EXCEL 122
IMPORT WITH OPENOFFICE (LIBREOFFICE) 124
IMPORT USING A MANUALLY CREATED CSV-FILE 126
IMPORTING STUDENT PICTURES 128
IMPORT: UPDATING OR COMPLETING STUDENT DATA 129
B. DATA EXPORT 130
START A DATA EXPORT 132
a) Export: Details Grades 132
b) Export: Details Students 133
c) Export: Details Reminder 133
d) Export: Details Student Entries 133
e) Export: Details Class Entries 134
f) Export: Overview Grades 134
g) Export: Overview Student Entries 135
h) Export: Overview Class Entries (CSV format) 135
i) Export: Overview Class Entries (PDF format) 136
FURTHER PROCESSING USING MICROSOFT EXCEL™ 136
FURTHER PROCESSING USING OPENOFFICE/LIBREOFFICE 139

XIII. FURTHER FUNCTIONS 141

A. CHECKLISTS 141
GENERAL INFORMATION 141
CREATE A NEW CHECKLIST 142
EDIT A CHECKLIST 144
DELETE A CHECKLIST 144
TICK-OFF A CHECKLIST 144
CHECKLIST: SEND EMAILS 146

I. Table of Contents

B.	**FINALIZE PERIOD**	**147**
	GENERAL INFORMATION	147
	CREATE A FINAL GRADE (FROM EXISTING SINGLE GRADES)	148
	CREATE A FINAL GRADE (FROM EXISTING FINAL GRADES)	150
	DELETE MULTIPLE ENTRIES AT ONCE	151
	DELETE MULTIPLE REMINDERS AT ONCE	152
	DELETE MULTIPLE SERIAL INPUTS AT ONCE	152
	DELETE MULTIPLE CHECKLISTS AT ONCE	152
	RESTORE INDIVIDUAL GRADES	152
	EDIT A FINAL GRADE	153
	DELETE A FINAL GRADE	153
C.	**SEATING PLAN (*TAPUCATE*-EXTENSION-APP „EP1“)**	**154**
	GENERAL INFORMATION	154
D.	**DATA ARCHIVE**	**155**
	GENERAL INFORMATION	155
	ARCHIVING PREVIOUS SCHOOL YEARS	156
	PREPARATION OF A NEW SCHOOL YEAR	157
XIV.	**OTHER**	**158**
A.	**LEGAL/ TERMS OF USE**	**158**

II. Introduction

This manual is based on descriptions and screenshots of the version:

***TAP**UCATE* – Teacher App **(formerly: AndoClass – Teacher App)**.

All ***TAP**UCATE*-versions…

- ***TAP**UCATE* - Lehrer App (German version)
- ***TAP**UCATE* - Teacher for 2.x
- ***TAP**UCATE* - Teacher App (previously ***TAP**UCATE* – Tablet)

… do have the same contents and the same functions, they only differ in their design; due to the Android™ versions and the provided space on the screen of the smartphone/tablet.

For that reason this manual is good for all ***TAP**UCATE* -versions!

The tablet-version works with the following "new" Android™ versions:

- Smartphones: Android™ 4.0 or higher
- Tablets: Android™ 3.2 or higher

When using "older" operating systems, only the mark-administration can be loaded.

The tablet-version supports the new functions of Android™ just like the **ActionBar** and the **hardware-acceleration** (depending on the technical possibilities of the device).

If ***TAP**UCATE* – mark administration is installed on your device, the ActionBar won't be available. It's not needed, as the menu button is used instead!

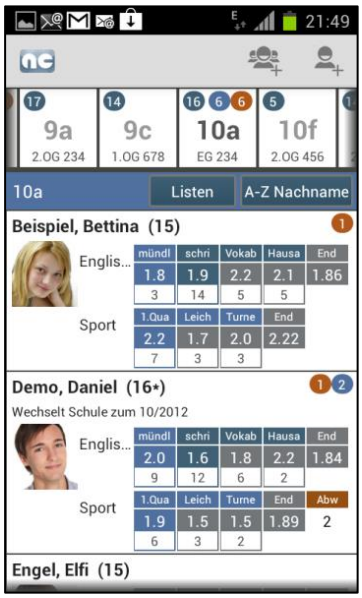
Another difference is that due to the lack of space on a smartphone it is not possible to display the **list pane NEXT TO the class list**.

For that reason you'll find the button "**lists**" instead, which has to be tapped once in order to open the several lists. If you are in the "list-area", you can return to the class list by tapping the button "pupils" once.

II. Introduction

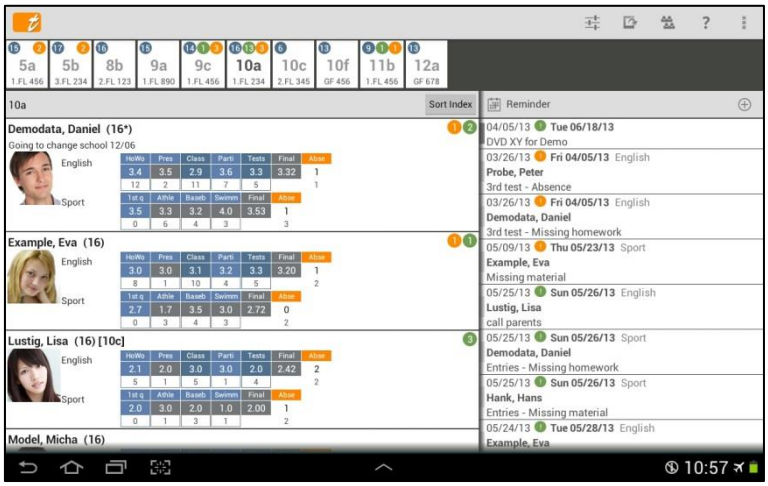
→ *TAP*UCATE - Teacher App

Smartphone display



→ *TAP*UCATE - Teacher App

10 inch tablet pc display



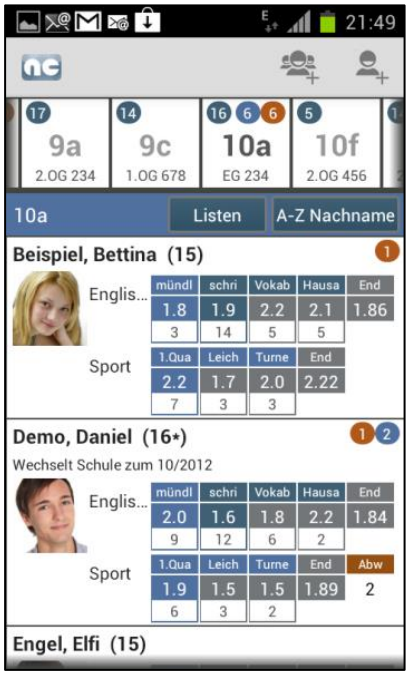
Differences of the views:

→ *TAP*UCATE – Teacher App **View on Smartphone**	**→ *TAP*UCATE - Teacher App** **View on Tablet**
There is space for **2 buttons** in the **ActionBar**: ➔ New class ➔ New student	There is space for **5 buttons** in the **ActionBar**: ➔ New class ➔ New student ➔ Settings ➔ Help ➔ Menu
The menu function can be opened by pressing the **menu button of the smartphone.**	The menu function can be opened by using the **menu.**
The "**list-area**" can be opened by tapping the **button "lists"** only once.	The "**list-area**" is displayed as a standard on the right hand side next to the pupils-area and is available for viewing or editing at any time.

II. Introduction

→ *TAP*UCATE - Teacher App

View on smartphone



→ *TAP*UCATE – Phone only

View on smartphone

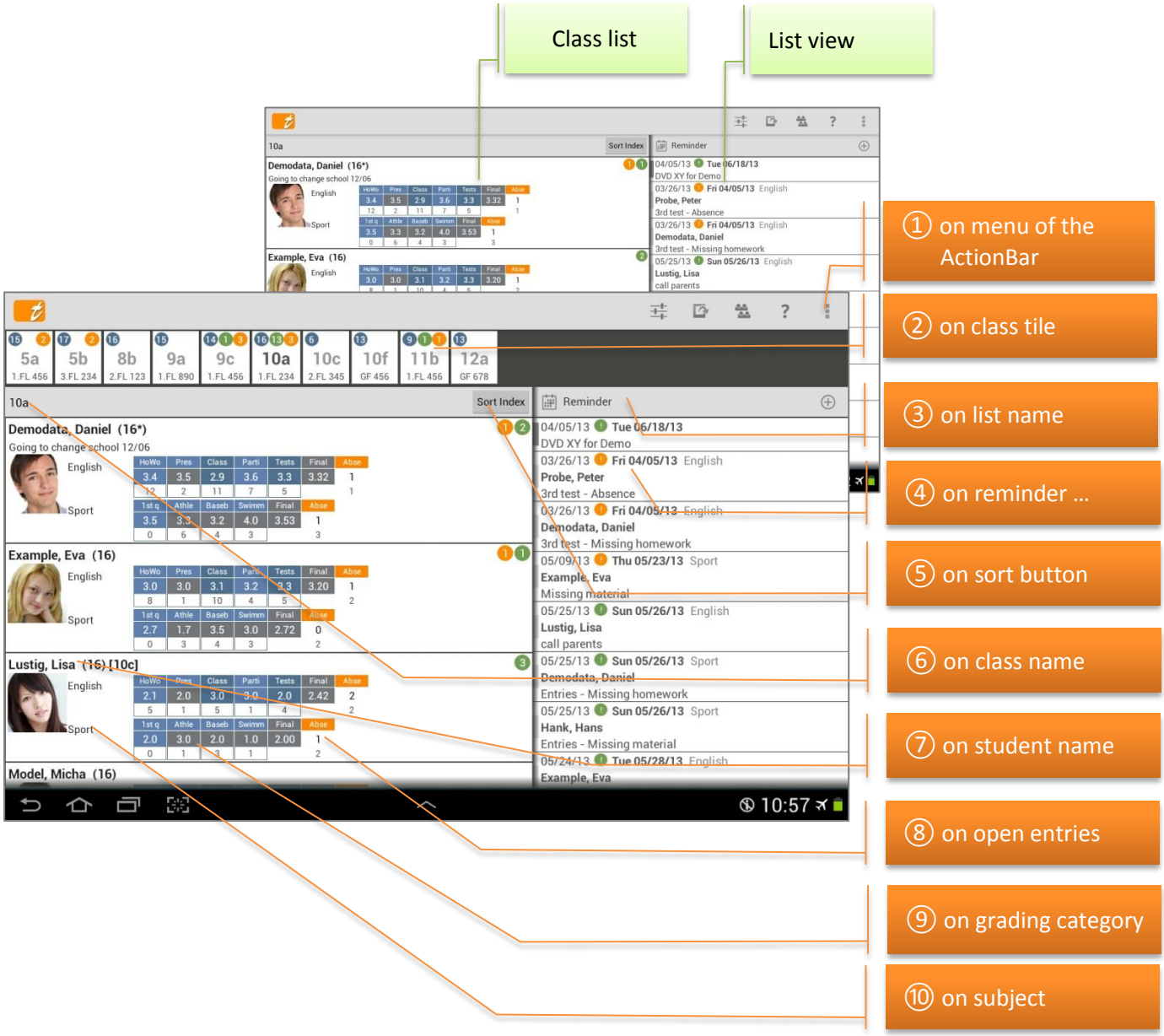
Differences of the views:

→ *TAP*UCATE - Teacher App **View on Smartphone**	**→ *TAP*UCATE - Phone only** **View on Smartphone**
ActionBar is available with **2 buttons**.	**ActionBar** is **not** available.
All other functions can be opened by using the **menu button of the smartphone.**	All functions can only be opened by using the **menu button** of the smartphone.

III. *TAPUCATE* Overviews

A. Classes overview

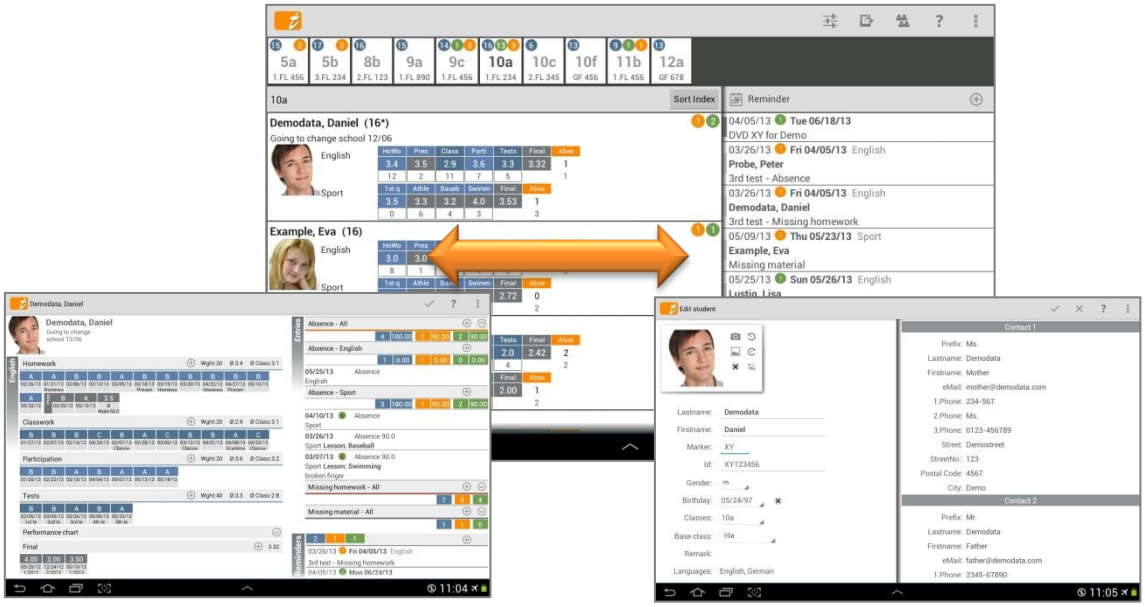
Tap function of the classes overview



III. *TAPUCATE* Overviews

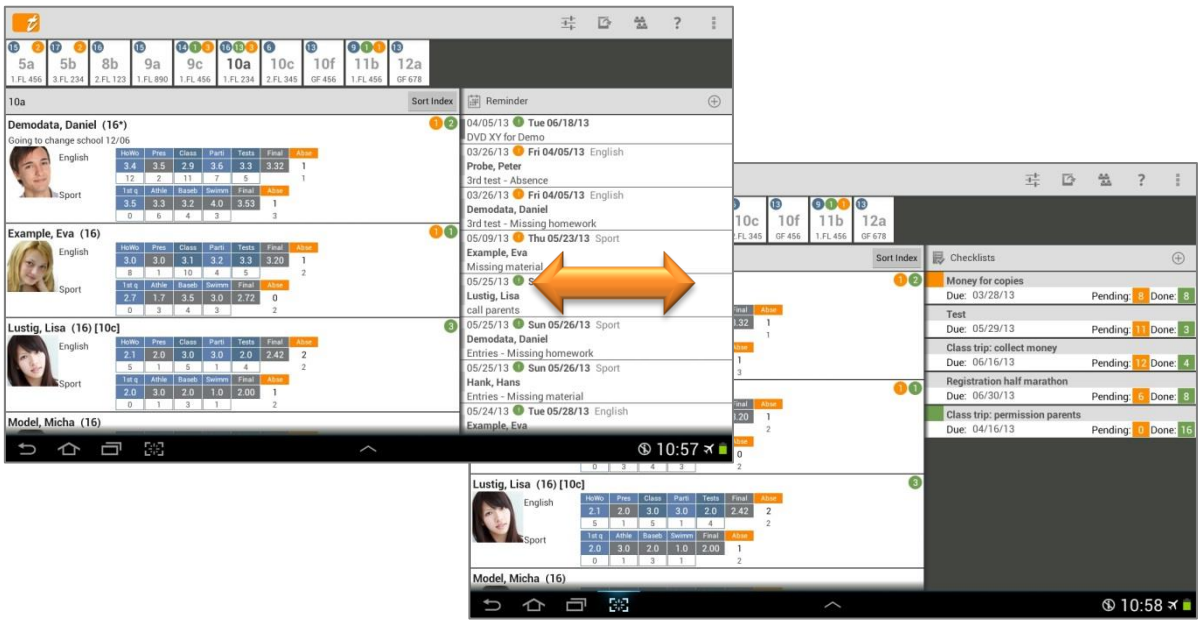
	Short/single Tap …	Long Tap …
① on menu	➔ Opens menu of ***TAPUCATE***	
② on class tile	➔ Change class	➔ Opens **Class-Cont.-Menu**: ○ Seating Plans (App: EP1) ○ New Reminder ○ Random student ○ Add student ○ Edit ○ Delete class
③ on list name	➔ Opens the list menu for selection the list type	
④ on reminder …	➔ Opens e.g. **Reminder**:	➔ Opens **Entry-Cont.-Menu**: ○ Edit ○ Delete
⑤ on sort button	➔ Opens the list menu for selection the sorting	
⑥ on class name	➔ Show or hide class tiles	
⑦ on student name	➔ Opens **student overview**	➔ Opens **Student-Cont.-Menu**: ○ (Student-)Overview ○ New (Student-) Reminder ○ Call ○ Send eMail ○ Edit ○ Show (large) Picture ○ Delete
⑧ on open entries		➔ Opens **Entries-Cont.-Menu**: ○ Send an eMail ○ Status to excused ○ Status to graded ○ Enter grade
⑨ on grading category	➔ Enter a single **Grade**	
⑩ on subject		➔ Enter new **entries**

Swipe function of the class list



The **pupil's overview** of a certain pupil can be opened with a swipe movement to the left on the pupil's tile.

A swipe movement to the right will open the pupil's **master data**.



You can switch between following **overviews** with a swipe movement to the left or to the right on the list-area (or alternatively with a tap on the list-symbol incl. name):

- ➔ **Class entries**
- ➔ **Serials**
- ➔ **Reminder**
- ➔ **Checklists**

Settings for the classes overview

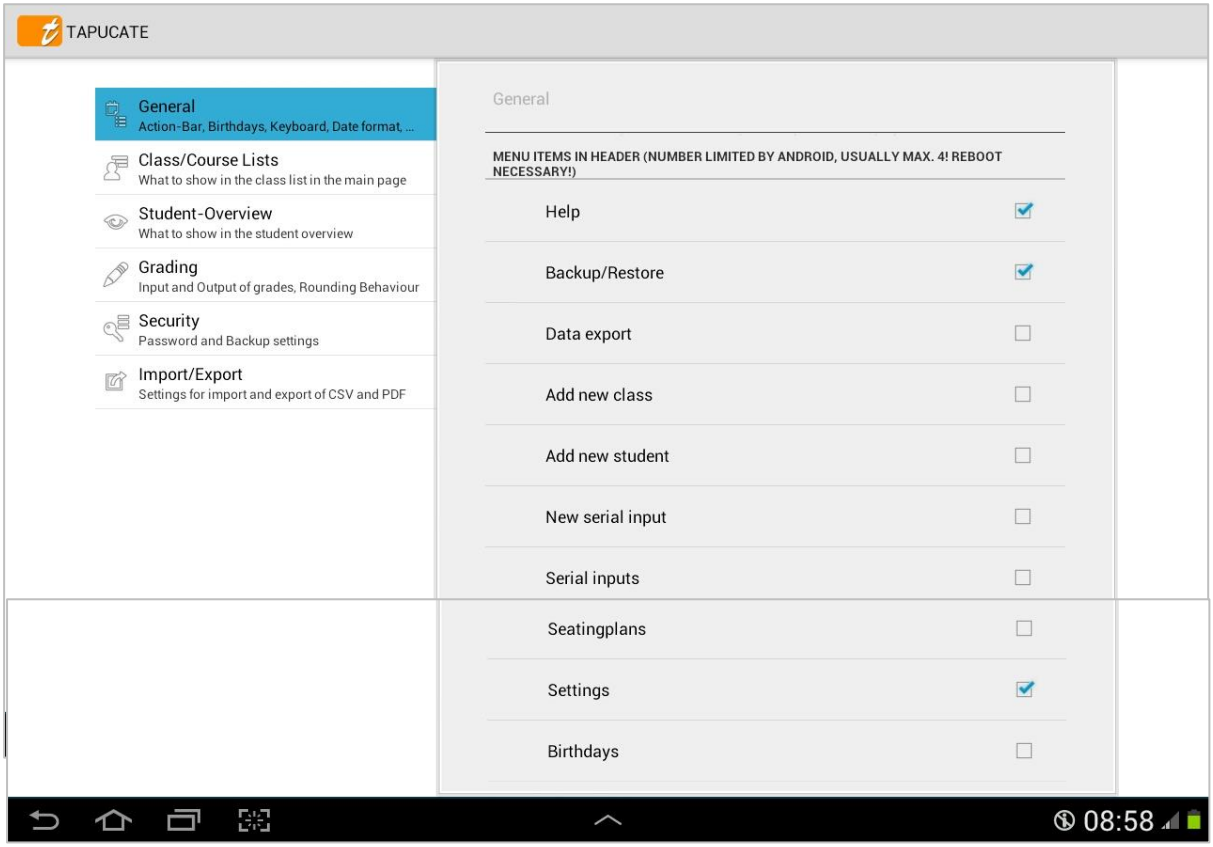
a) ActionBar settings of the classes overview

The **ActionBar** of the classes' overview can be assigned with up to **4 function** buttons (with smartphones usually 2).

As standard the following functions are assigned with a button:

➔ New Class
➔ New Student
➔ Settings
➔ Help

It is reasonable to assign **frequently used functions** to the ActionBar in order to be able to execute them more quickly – **with only one tap**.



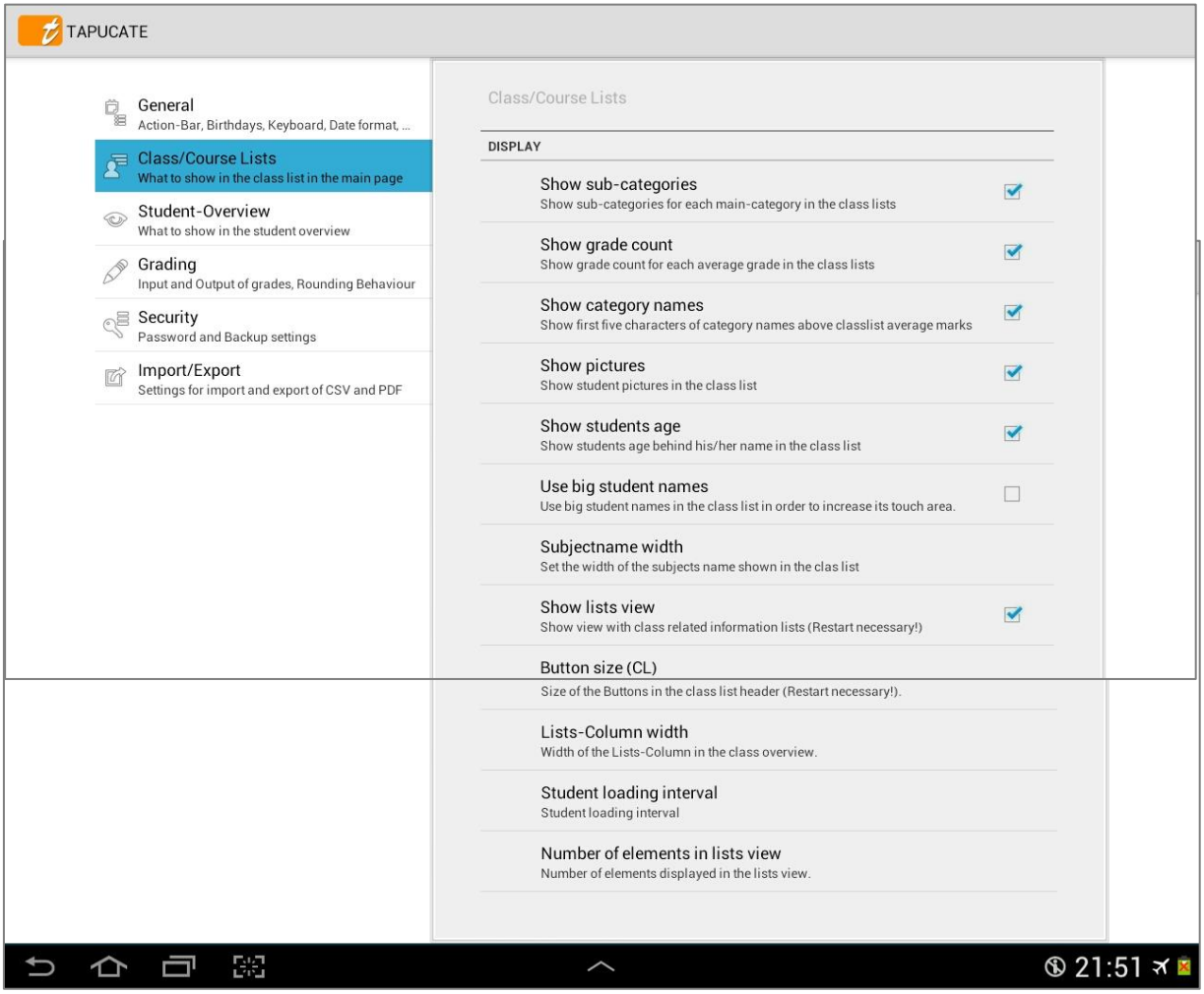
The selection of the function buttons can be changed with the button **Settings** → **General**:

➔ Help (Standard)
➔ Backup/Restore
➔ Date export
➔ Add new class (Standard)
➔ Add new student (Standard)
➔ New serial input
➔ Serial inputs
➔ Seatingplans
➔ Settings (Standard)
➔ Birthdays
➔ Archive

After restarting ***TAPUCATE*** the chosen buttons will be available in the ActionBar.

b) Settings for the class list

Via **Settings** → **Class/Course Lists** further settings of the classes overview can be made.


TAPUCATE
General
Action-Bar, Birthdays, Keyboard, Date format, ...
Class/Course Lists
What to show in the class list in the main page
Student-Overview
What to show in the student overview
Grading
Input and Output of grades, Rounding Behaviour
Security
Password and Backup settings
Import/Export
Settings for import and export of CSV and PDF
Class/Course Lists
DISPLAY
Show sub-categories
Show sub-categories for each main-category in the class lists
Show grade count
Show grade count for each average grade in the class lists
Show category names
Show first five characters of category names above classlist average marks
Show pictures
Show student pictures in the class list
Show students age
Show students age behind his/her name in the class list
Use big student names
Use big student names in the class list in order to increase its touch area.
Subjectname width
Set the width of the subjects name shown in the clas list
Show lists view
Show view with class related information lists (Restart necessary!)
Button size (CL)
Size of the Buttons in the class list header (Restart necessary!).
Lists-Column width
Width of the Lists-Column in the class overview.
Student loading interval
Student loading interval
Number of elements in lists view
Number of elements displayed in the lists view.
21:51

Via the function → "Show sub-categories" you can choose if all categories or only the main categories shall be displayed.

After that you have the opportunity to decide whether the **number of marks** of a certain mark category and **its name** shall be displayed as well or not. (in order to safe space)

Once the pupils' photos and birth dates have been added, it is reasonable to have them directly displayed together with the information age / birthday in the pupils' overview.

Depending on the number of mark categories and the display of the due entries it can be reasonable to reduce the column width. This can be done with the function → „Lists-Column width".

If even more space is needed, the **list-view** can be **deactivated**. Then the entire width of the tablet will be available to display all grade-categories and all due entries.

The **width of the list-view** can be adjusted as well. Depending on how much space is needed for the grade categories, the list-view can be adjusted wider or narrower.

Apart from that, it is possible to define **how many elements** (reminders/ class-entries/ checklists/ serial inputs) are displayed in a list. As standard all elements are displayed. This may cause longer loading times especially with "older" devices. For that reason it makes sense to reduce the number of elements.

If the touch-fields for student's name and grading appear too small, they can be enlarged via Functions → "**Use big student names**" as well as via → "**Button size**".

B. Student Overview

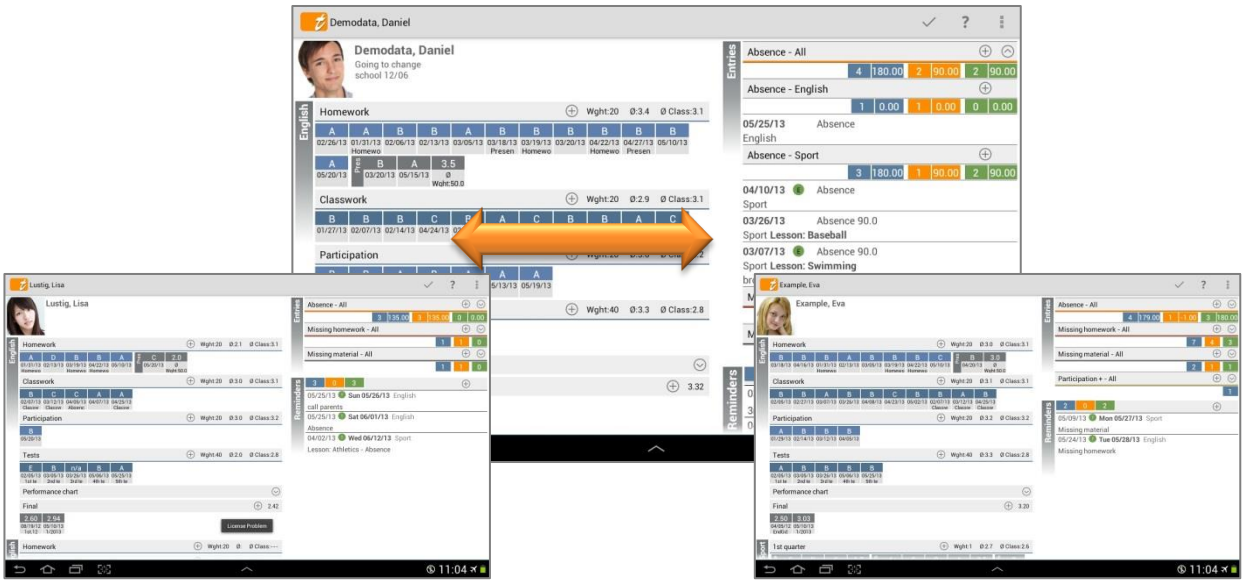
The student overview of a certain pupil will open via a **swipe movement to the left** on a pupil's tile or via the **student context menu** (long tap on the pupil's name → overview)

Tap function of the student overview

III. *TAPUCATE* Overviews

	Short/single Tap …	Long Tap …
① on menu	➔ Opens **Context-Menu:** ○ eMail with PDF ○ PDF-Screenshot	
② on the symbol „^“ oft the entry header	➔ Opens/ closed the **entries-details**	
③ on the symbol „+“ oft the entry header	➔ Add new **entry**	
④ on entry	➔ Opens the **entry**: ○ for information or ○ for editing	➔ Opens **Entry-Context-Menu**: ○ Edit entry ○ Delete entry ○ Send an (entry-) eMail
⑤ on the symbol „+“ of the grades header	➔ Add new **grades**	
⑥ on grade	➔ Opens PopUp-Window with **ShortInformation** about the grade	➔ Opens **Grade-Context-Menu**: ○ Edit ○ Delte ○ Related Serial Input
⑦ on Performance chart (App: „EP1“)	➔ Opens the **Performance chart** Note: Just shown with the extension app „EP1“.	
⑧ on grade of „Finalize period“		➔ Opens **Context-Menu**: ○ Edit ○ Delete
⑨ on reminder	➔ Opens the reminder: ○ for information or ○ for editing	➔ Opens **Reminder-Context-Menu**: ○ Edit reminder ○ Delete reminder

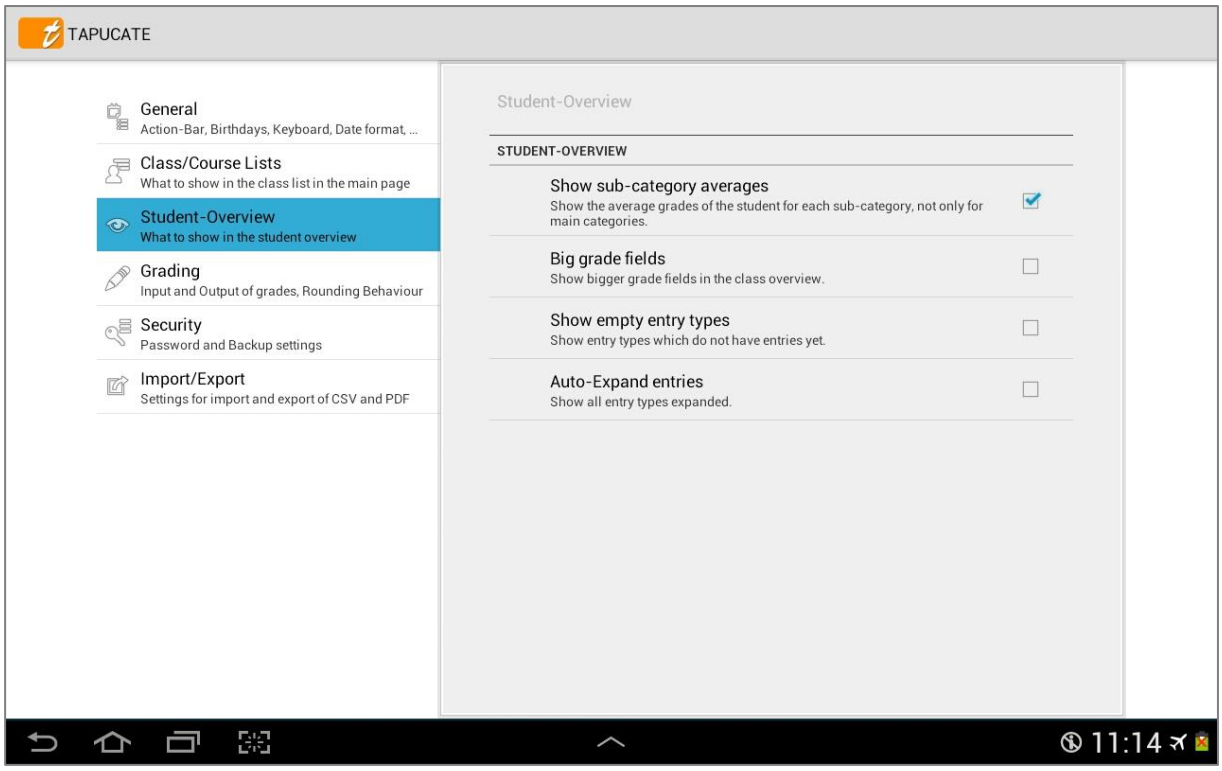
Swipe function of the student overview



The **student's overview** of the **next** student can be opened with a swipe movement to the left on the „student's field".

A swipe movement to the right on the „student's field" will open the **student's overview** of the **previous** student.

Settings for the student overview


TAPUCATE
General
Action-Bar, Birthdays, Keyboard, Date format, ...
Class/Course Lists
What to show in the class list in the main page
Student-Overview
What to show in the student overview
Grading
Input and Output of grades, Rounding Behaviour
Security
Password and Backup settings
Import/Export
Settings for import and export of CSV and PDF
Student-Overview
STUDENT-OVERVIEW
Show sub-category averages
Show the average grades of the student for each sub-category, not only for main categories.
Big grade fields
Show bigger grade fields in the class overview.
Show empty entry types
Show entry types which do not have entries yet.
Auto-Expand entries
Show all entry types expanded.
11:14

Via „Settings“ → „Student Overview“ several **settings for the display of the Student Overview** can be made.

If no information about average grades is needed, this display can be deactivated via Functions → **Show Class Average** or via → **Show Student average**.

If the display of the grades appears too small, it may be enlarged via→ **Big grade fields**.

About the **entries**: As standard ALL defined entries are shown in the student overview – no matter if there actually is an entry or not. This may appear a bit confusing.

For that reason it is possible to switch on / off the display of the heading of entries WITHOUT actual entries via the function → **Show empty entry types.**

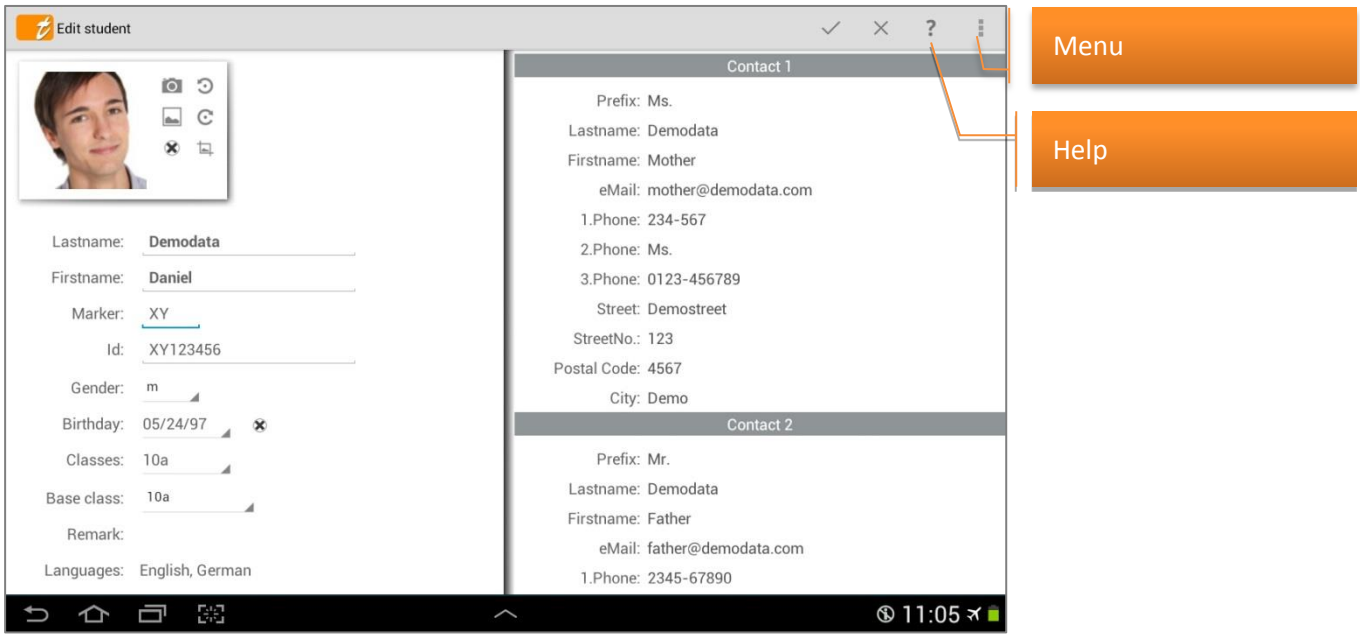
Furthermore it is possible to have ALL entries directly displayed expanded via the function→ **Auto-Expand entries.**

C. Student base data

The student base data of a certain pupil can be opened with a swipe movement to the right on a pupil's tile or via the student context menu (long tap on the student's name → Edit).

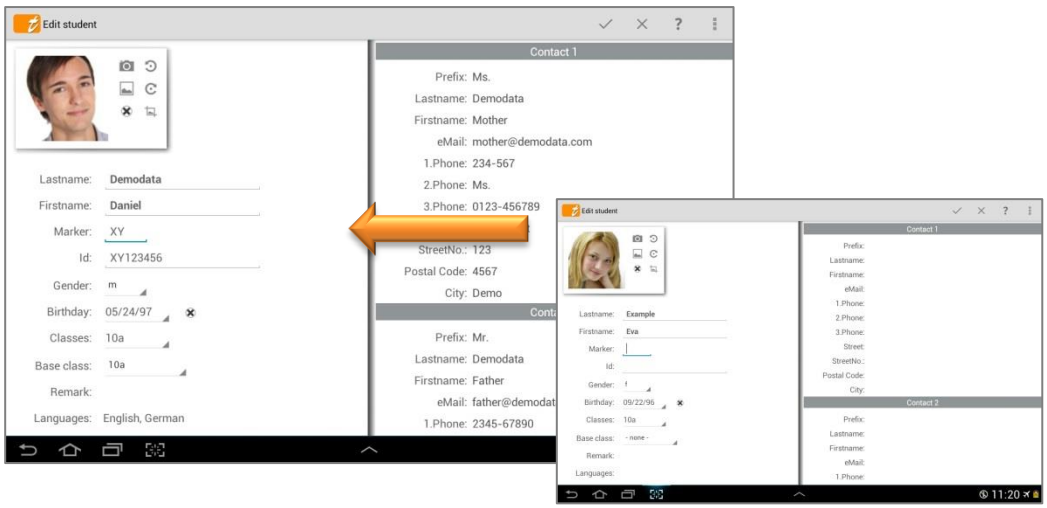
Tap function in the student base data

WINDOW: STUDENT BASE DATA



For Explanations of the contents, look up ➲ "Functions of the student", page 25.

Swipe function in the student base data



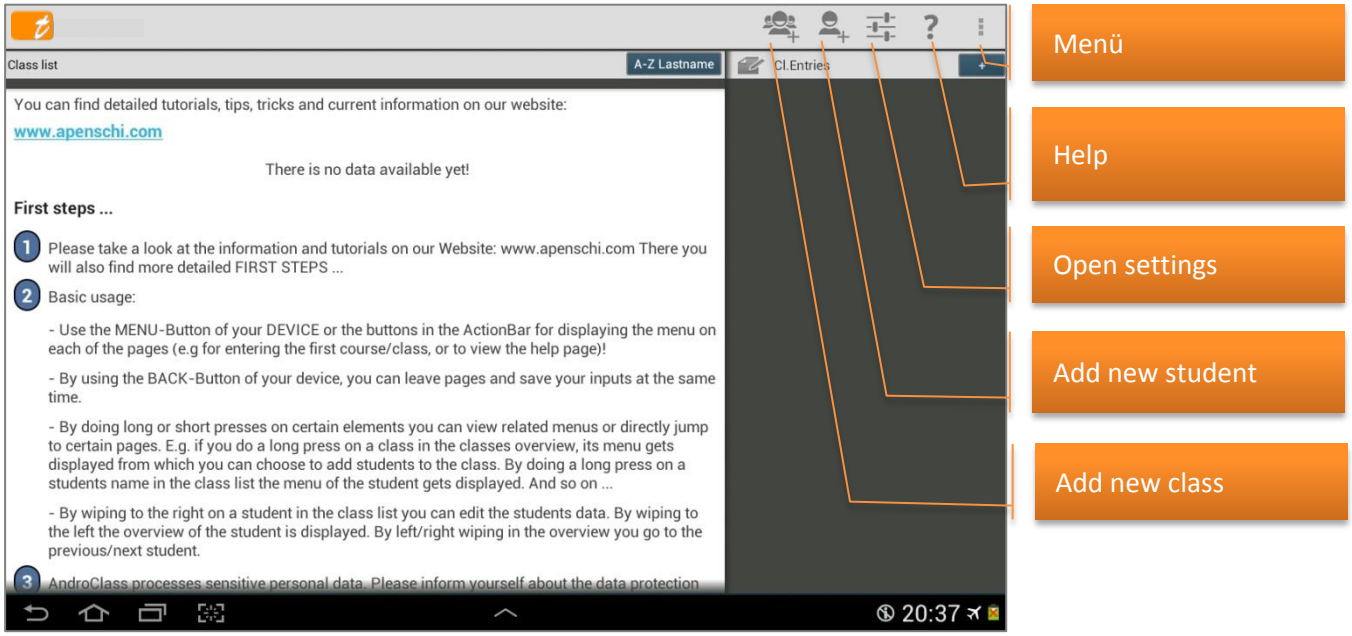
A swipe movement to the left lets you move to the next student.

IV. The Class

A. Functions of the class

First steps: Add a new class

After a new installation the following window with “First steps“ will open. These provide useful information, so please read them carefully.


Class list
A-Z Lastname
Cl.Entries
You can find detailed tutorials, tips, tricks and current information on our website:
www.apenschi.com
There is no data available yet!
First steps ...
1 Please take a look at the information and tutorials on our Website: www.apenschi.com There you will also find more detailed FIRST STEPS ...
2 Basic usage:
- Use the MENU-Button of your DEVICE or the buttons in the ActionBar for displaying the menu on each of the pages (e.g for entering the first course/class, or to view the help page)!
- By using the BACK-Button of your device, you can leave pages and save your inputs at the same time.
- By doing long or short presses on certain elements you can view related menus or directly jump to certain pages. E.g. if you do a long press on a class in the classes overview, its menu gets displayed from which you can choose to add students to the class. By doing a long press on a students name in the class list the menu of the student gets displayed. And so on ...
- By wiping to the right on a student in the class list you can edit the students data. By wiping to the left the overview of the student is displayed. By left/right wiping in the overview you go to the previous/next student.
3 AndroClass processes sensitive personal data. Please inform yourself about the data protection
20:37
Menü
Help
Open settings
Add new student
Add new class

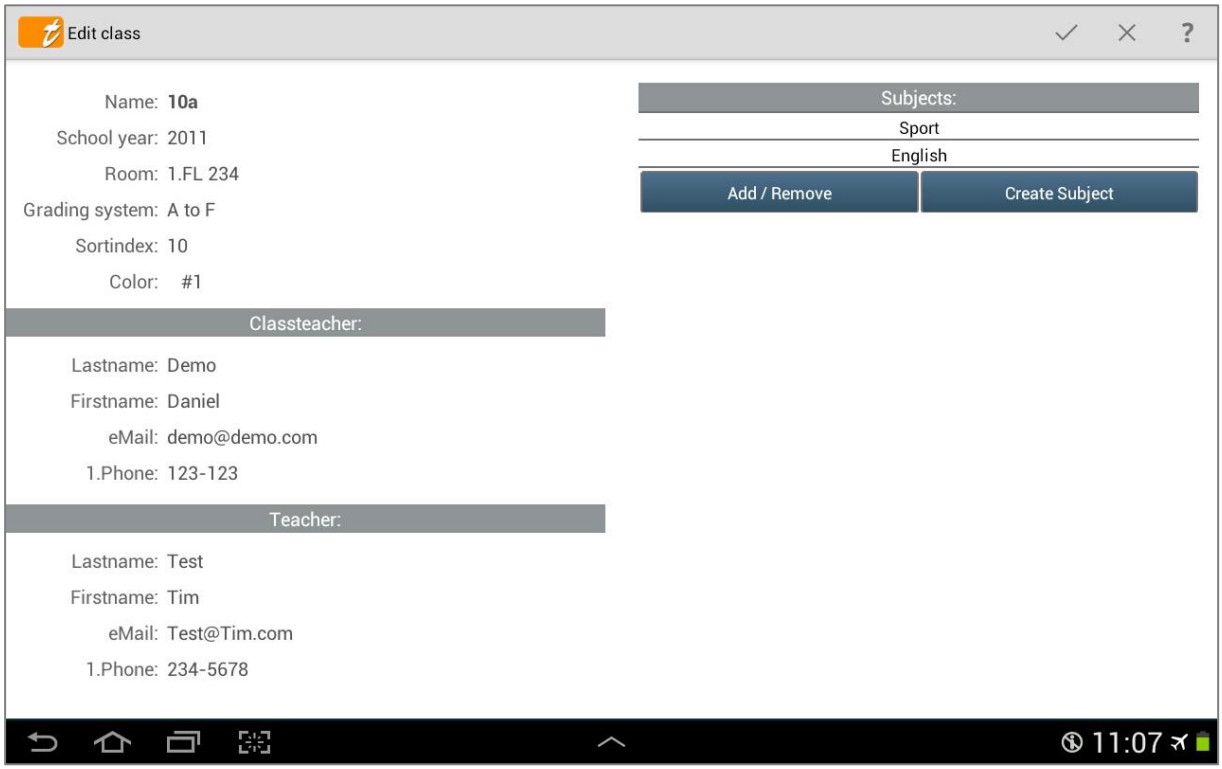
Already now class and pupil records can be added.

The data input of all class data, student data and student photos will be much easier and quicker via the CSV-import, look up ➲ „Import student data“, page 119.

But of course it is possible to enter ALL student data by hand as well.

By tapping the button → **New class** the class window „**Edit class**“ will open (see following page) and- to begin with - a new class can be added.

IV. The Class



Here you can fill in the fields shown above.

One tap on „Grading system“ will open a dialogue with several pre-defined grading systems, eg:

➔ 1+ to 6
➔ 0 to 15 Points
➔ A to F
➔ …

In case the desired grading system is not available, an **own grading system** can be added, look up: ➲ „Create a custom grading system“, page 56.

Thereby it is possible to grade each class individually using different grading systems!

One tap on the button → **Add / Remove** will open a dialogue with a variety of pre-defined subjects, from which one or more subjects can be selected for this class. In case a desired subject is not available, it is possible to add new subjects, see: ➲ following paragraph.

All subjects can be extended by further subjects at any time and can be reduced / deactivated at any time as well.

ATTENTION: If a subject already containing data is deactivated, **all grades/ entries/ reminders** related to this subject **will be deleted!**

IMPORTANT: Before doing such actions please run a data export of the class entries (Function: → Menu → Data export → Class entries) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please safe the export file and the backup file at an external place, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

Finally, data concerning the class teacher can be added.

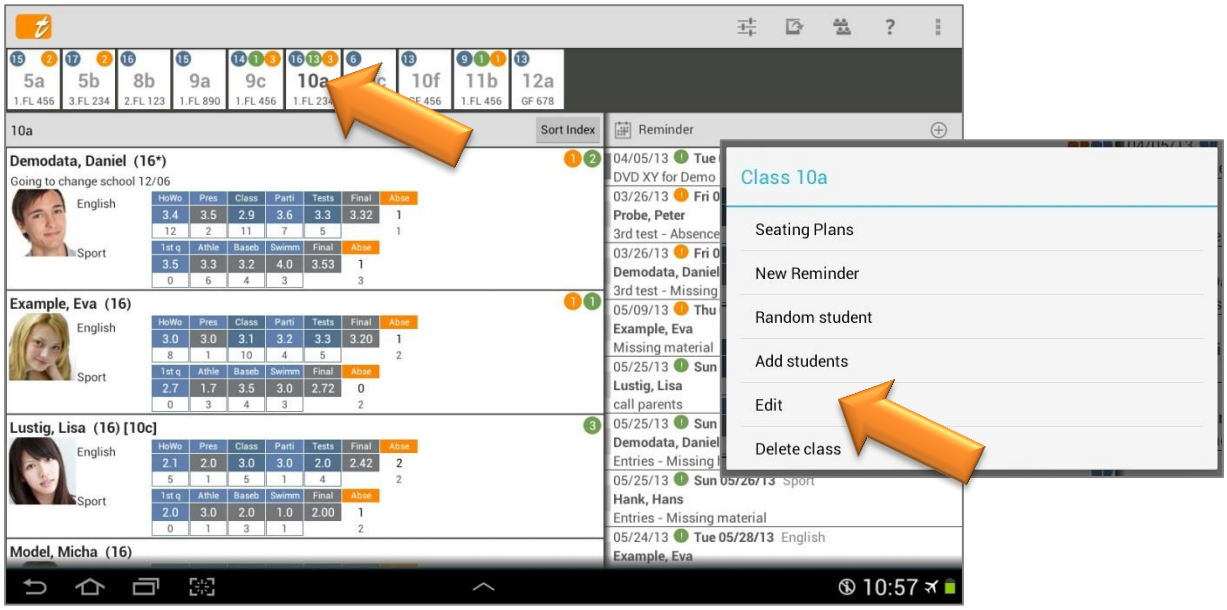
IV. The Class

Create or delete subjects

If the desired subject is not available in the subject list, an **own subject** can be added.

With one tap on the button → **New subject** a dialogue will open in which any new subject can be added. After saving, the new subject will be added to the subject list and can be activated with one tap on the button → **Add / Remove**. If the "own" subject doesn't contain any grades and if it isn't related to a certain class, it will be automatically deleted by ***TAP****UCATE*.

Edit a class



Via the **class context menu** (LONG tap on a class tile) the class window can be opened with the function → **Edit** and changes in all areas can be made.

Delete a class

Via the **class context menu** (LONG tap on the class tile) you can delete the whole class including all student data irretrievably (!) with the function → **Delete class**.

IMPORTANT: Before doing such actions please run a data export of the class entries (Function → Menu → Data export → Class entries) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please save the export file and the backup file at an external location, see: ➲ „Data Backup", page 96, and „Data Export", page 130.

IV. The Class

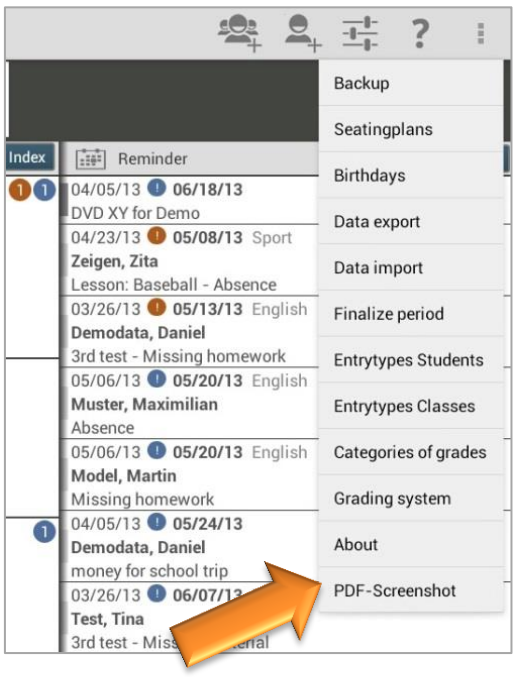
Print a class/class overview / Create a PDF-Screenshot

NOTE REGARDING THE PDF-FUNCTIONS: The PDF-functions are in their introductory phase and may be used for free till the end of the introductory phase. In order to be able to use the PDF-functions after their introductory phase, it will be obligatory to buy a PDF-extension module separately.

A class or a class overview can be printed quickly and easily via the function → **PDF-Screenshot**.

With one tap on the button → **Menu** the context menu will open. A PDF-file of the student overview will be created via the function → **PDF-Screenshot**.

The file "**classlist_(class)_(date).pdf**" will be saved in the folder → **TAPUCATE/Export**. Depending on the printer it can be printed directly or after copying it to the computer.

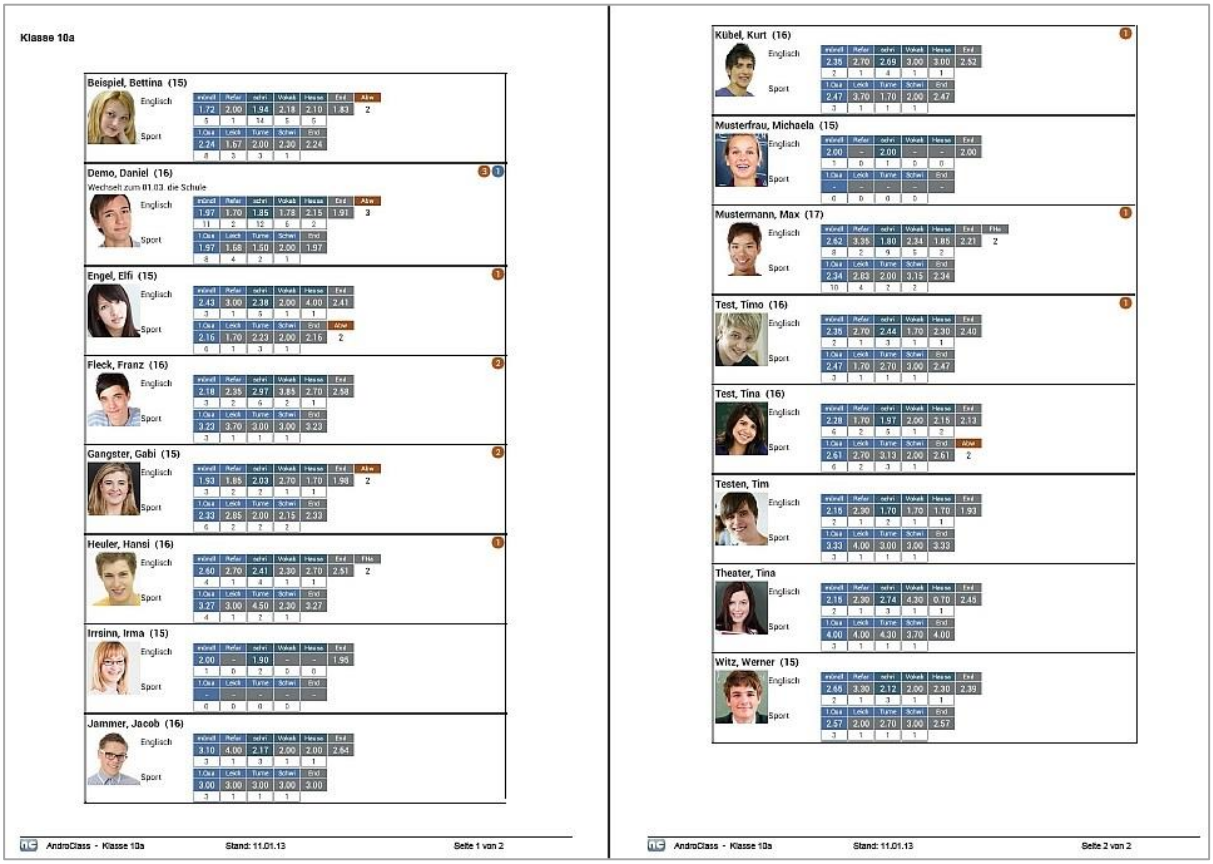


NOTE: With some smartphones/tablets the saving of the PDF-file on the SD-card will be "blocked" as soon as the smartphone/tablet is connected with the computer via USB!

For that reason: Please create the PDF-Screenshots first, and connect with the computer and copy the data afterwards.

IV. The Class

PDF-FILE STUDENT OVERVIEW: CLASSLIST_10A_21122012.PDF



PRIVACY PROTECTION: As standard the created PDF-files are unencrypted.

Via → **Settings** → **Security** a password can be determined and an encryption can be activated. Then you will need a PDF-program that is able to deal with password protection. Do not send any unencrypted data via the internet!

Furthermore, for sending personal data it needs the permission of the people concerned!

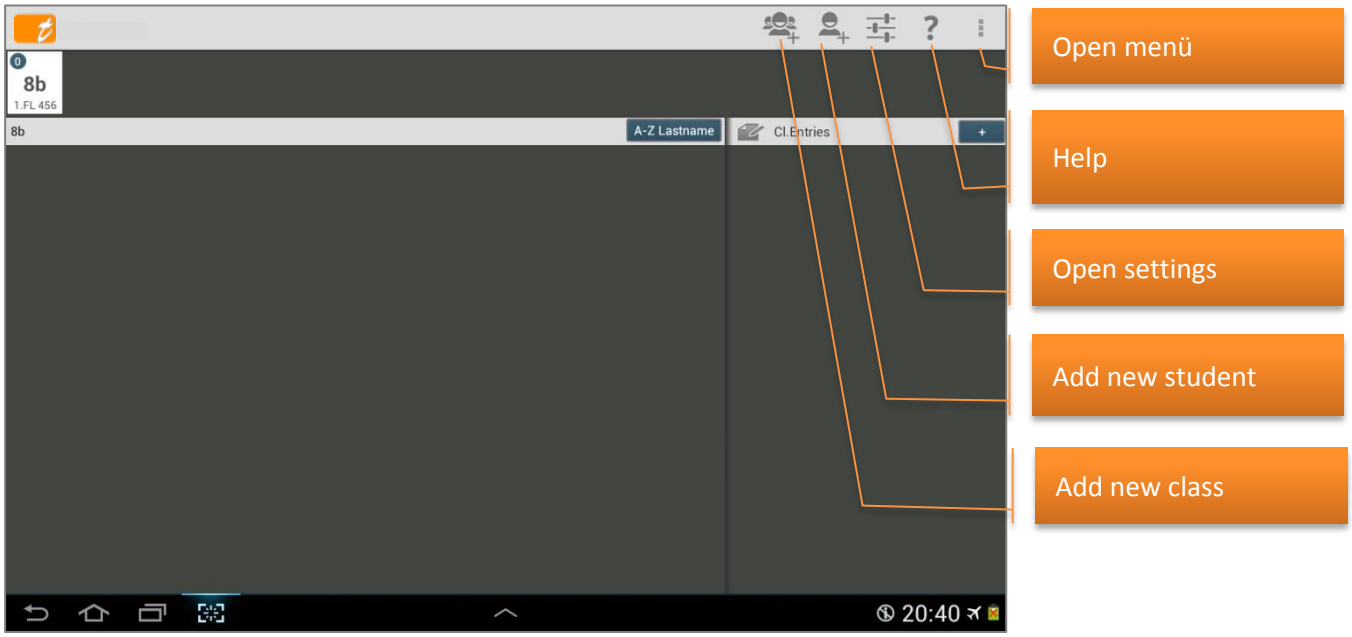
V. The Student

A. Functions of the student

Add a new student

In the previous chapter the class 8b was added…

WINDOW: CLASS OVERVIEW



Only then students can be added to this class, note: If there has no class been added – no pupils can be added!

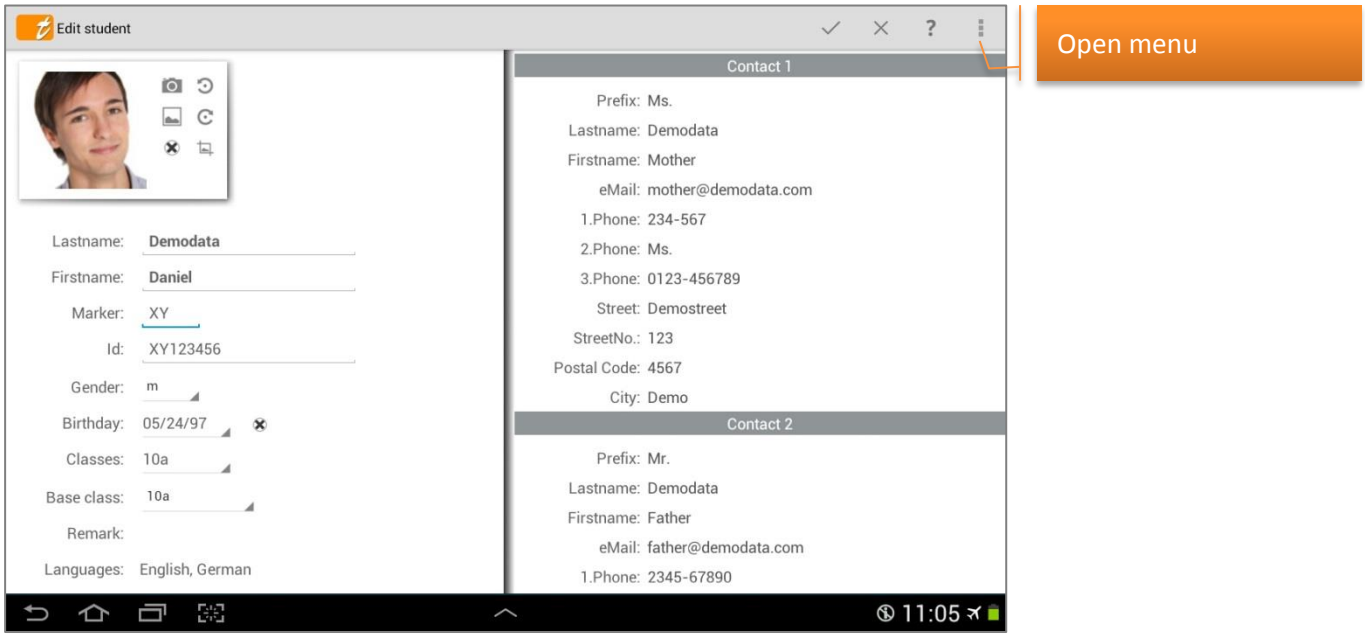
The data input of all class data, student data and student photos will be much easier and quicker via the CSV-import, look up ➲ „Import student data“, page 119.

But of course it is possible to enter ALL student data by hand as well.

With one tap on the button → **Add students** → **Add new student** the student window “Edit student“ will open (see following page) and a new student can be added.

V. The Student

WINDOW: STUDENT BASE DATA



The surname has to be filled in! – Otherwise no student will be added. All other fields may be filled in – most of them are self-explanatory.

There are three ways to assign student photos to a student:

1. Taking photos **with the camera** of the smartphone/tablet and assigning them:
   With a LONG tap on the picture-symbol the camera function of the smartphone/tablet will open automatically and the taken photo will be added automatically after saving.

2. Assignment of already **existing photos by hand**:
   First, copy the previously taken Photos into the already existing folder → ***TAP****UCATE*/ImageImport. With a NORMAL tap on the picture-symbol in the pupil window the photo-manager of the smartphone/tablet will open and the desired photo can be chosen.

3. Assignment of already **existing photos** via CSV-Import:
   First, copy the previously taken Photos into the already existing folder → ***TAP****UCATE*/ImageImport and then assign them to the students via the function → Import.
   For more detailed information, see:➲ “Importing student pictures”, page 128.

With the button → **Menu** the photos can be rotated in the desired position.

NOTE: All original photos , no matter if they were taken with the camera of the smartphone/tablet, or if they were imported via the Import function (directory → TAPUCATE/ImageImport), **may be** deleted after having done a successful student assignment. ***TAP****UCATE* will add a photo in the ***TAP****UCATE* -format and save this to the folder → TAPUCATE/Image.

An "**Id**"-number might be, for instance, an identification number for certain student within the school system.

As soon as a **birth date** has been added, an entry in the birthday-list will be generated automatically, see: ➲ „**Birthdays**“, page 37.

Furthermore, the **current age** [Mustermann, Max (16)] and a birthday [Mustermann, Max (16*)] can be displayed in all views, see: ➲ „

Display age and birthday of a student“, page 36.

Via the function "**Classes/Courses**“ all classes/courses in which the student is taught can be selected. Once a "**Base class**" has been chosen, it will be displayed in the class overview of the ancillary classes/courses, e.g. [10a], see: ➲ following page.

A user-defined sorting order for all students (e.g. according to the seating order) can be set with the **Sortindex** by using a numerical sequence. With this sort index the students then can be sorted in the class overview via the button → **Sorting**. The defined order will also be applied to the serial input.

A longer remark about the student can be added in the "**Remark-field**". This entry will only be visible there, unlike the "**Note**"-function. Entries added here will be displayed in the class overview **and** in the student overview just below the student's name.

Via the function "**Visibility**“ one can define, whether a certain pupil is „**Always visible**" (which means in ALL lists and views) or "**In class list only**" or "**In class list and student overview**". Last mentioned functions might become useful, if a student is going to leave class / school and therefore should not be displayed in all views and lists anymore (serial inputs), but without deleting the student's data entirely.

The „**Photo-ID**“ will be added automatically by ***TAP****UCATE* as soon as a student's photo has been assigned. This ID-number shows the internal photo number, as it can be found in the folder → TAPUCATE/Images.

Up to 3 contact entries with address data, several phone numbers and mail addresses can be added on the right hand side in the student-dialogue-window.

With these details it is possible to send e-mails or make calls directly from the class overview or the student overview.

Export student base data

The student base data of all students can be exported into spreadsheet programs to work with them.

The function → **Data export** can be started from the class overview with the menu button.

With one tap on the button "details-student" the student base data will be exported into a CSV-file "**AC_EXP_Schueler.csv**". This file is in the folder → **TAPUCATE/Export**.

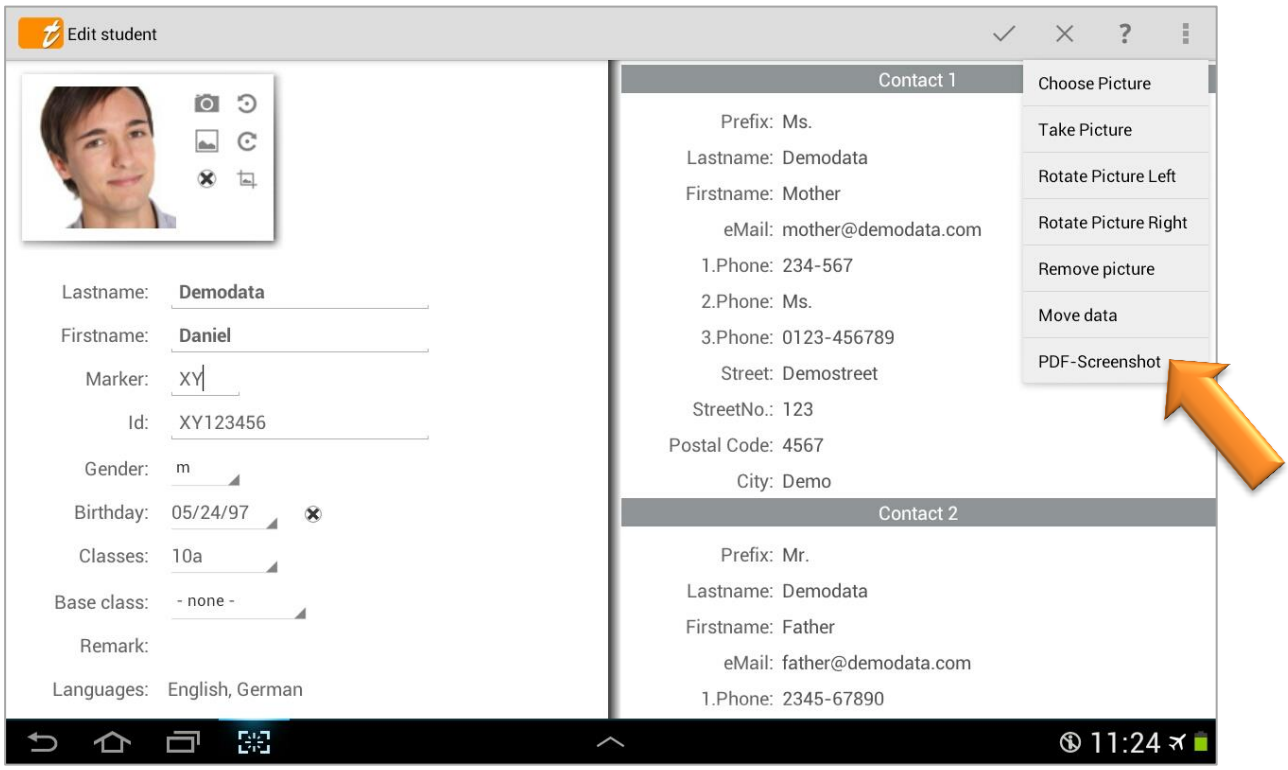
Further information about export and the following processing of the data with spreadsheet programs, see: ➲ „Data Export“, page 130.

V. The Student

Print student base data / Create a PDF-Screenshot

Student base data can be printed quickly and easily via the function → **PDF-Screenshot**.

NOTE REGARDING THE PDF-FUNCTIONS: The PDF-functions are in their introductory phase and may be used for free till the end of the introductory phase. In order to be able to use the PDF-functions after their introductory phase, it will be obligatory to buy a PDF-extension module separately.



With one tap on the button → **Menu** the context menu will open. A PDF-file with the student base data will be created via the function → **PDF-Screenshot**.

The file "**student_data_(name)_(date).pdf**" will be saved in the folder → **TAPUCATE/Export**. Depending on the printer it can be printed directly or after copying it to the computer.

NOTE: With some smartphones/tablets the saving of the PDF-file on the SD-card will be "blocked" as soon as the smartphone/tablet is connected with the computer via USB!

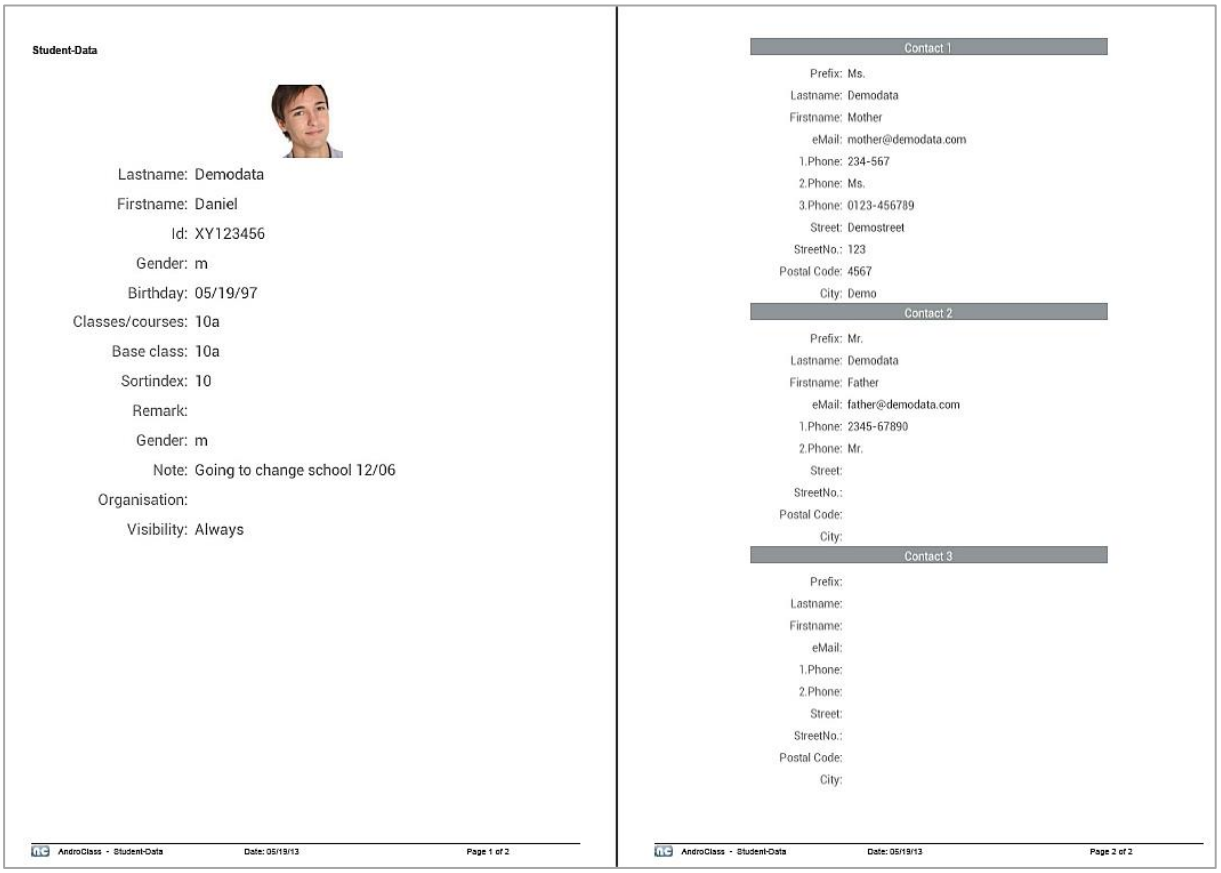
For that reason: Please create the PDF-Screenshots first, and connect with the computer and copy the data afterwards.

PRIVACY PROTECTION: As standard the created PDF-files are unencrypted.

Via → **Settings** → **Security** a password can be determined and an encryption can be activated. Then you will need a PDF-program that is able to deal with password protection. Do not send any unencrypted data via the internet! Furthermore, for sending personal data it needs the permission of the people concerned!

V. The Student

PDF-FILE STUDENT BASE DATA: STUDENT_DATA_DDEMO_21122012.PDF



Student-Data

Lastname: Demodata
Firstname: Daniel
Id: XY123456
Gender: m
Birthday: 05/19/97
Classes/courses: 10a
Base class: 10a
Sortindex: 10
Remark:
Gender: m
Note: Going to change school 12/06
Organisation:
Visibility: Always

AndroClass - Student-Data Date: 05/19/13 Page 1 of 2

Contact 1
Prefix: Ms.
Lastname: Demodata
Firstname: Mother
eMail: mother@demodata.com
1.Phone: 234-567
2.Phone: Ms.
3.Phone: 0123-456789
Street: Demostreet
StreetNo.: 123
Postal Code: 4567
City: Demo

Contact 2
Prefix: Mr.
Lastname: Demodata
Firstname: Father
eMail: father@demodata.com
1.Phone: 2345-67890
2.Phone: Mr.
Street:
StreetNo.:
Postal Code:
City:

Contact 3
Prefix:
Lastname:
Firstname:
eMail:
1.Phone:
2.Phone:
Street:
StreetNo.:
Postal Code:
City:

AndroClass - Student-Data Date: 05/19/13 Page 2 of 2

Edit student base data

From the class overview the student base data can be opened with a **swipe movement to the right** on a student's tile or via the **student context menu** (LONG tap on the student's name → Edit).

All previously imported or entered data can be changed/ edited arbitrarily at any time

With a swipe movement to the left or via the button ☑ the changes will be saved and the class overview will open again.

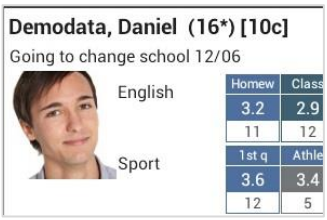
Assign a student to multiple classes/courses

Students can be assigned to several classes or courses simultaneously. This can be done by entering respectively assignment directly in ***TAP****UCATE* or via the data import, see: ➲ „Import student data“, page 119.

V. The Student

According to the chosen classes/courses, in each case all data will be listed (subjects, grading, reminders, entries) for all classes/courses.

Once a base class is chosen in the window “student base data”, it will be displayed in brackets in the ancillary classes/courses [base class].



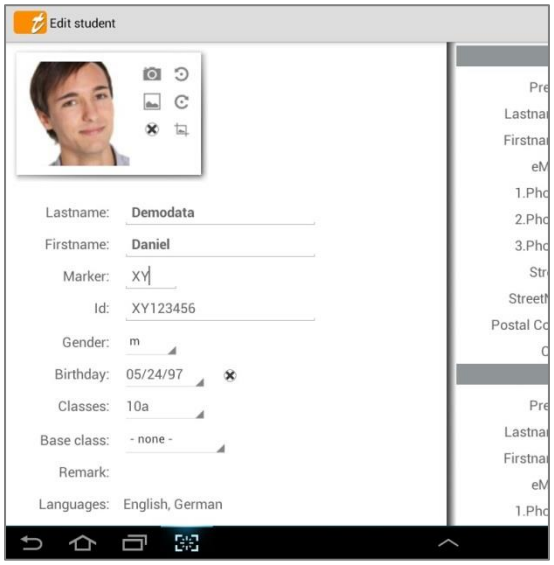
a) Student: assign to multiple classes/courses

From the class overview the student base data window can be opened with a **swipe movement to the right** on a student’s tile or via the **student context menu** (Long tap on the student’s name → Edit).

With one tap on → **Classes/courses** a dialogue with all available classes/courses will open.

Any desired classes/courses can be activated here and after confirmation via the button → Finished the choice will be saved.

The student will then be assigned to all selected classes/courses.

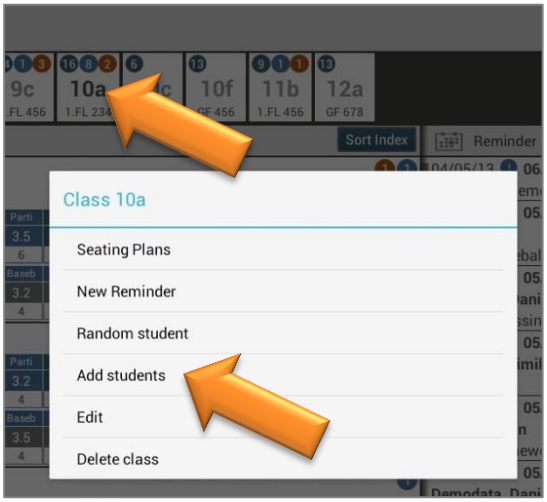


b) Classes/courses: assign existing student

Furthermore there is the possibility to assign classes/courses to students entered previously.

With one tap on the button **Add students** or via the **class context menu** (LONG tap on a class‘tile) it is possible to decide (via the function → Add students in the following dialogue), whether a new student shall be added, or a previously added student shall be assigned.

With one tap on → **existing students** all students that shall be assigned to this class/this course can be activated in the following student listing.



Move student to another class

There are two ways of moving students to another class:

- ➔ Only the student base data, WITHOUT gradings, entries and reminders
- ➔ Student base data including ALL gradings, entries and reminders

From the class overview the window with the student base data can be opened with a **swipe movement to the right** on a student's tile or via the **student context menu** (LONG tap on the student's name → Edit).

a) Move ONLY student base data

If only the student base data shall be moved to a new class, the "new" class must be activated in the student base data under the item "Classes/courses", and the "old" class must be deactivated under the item "base class".

Please keep in mind that grades, entries and reminders won't be available anymore then.

For that reason, make a backup first!

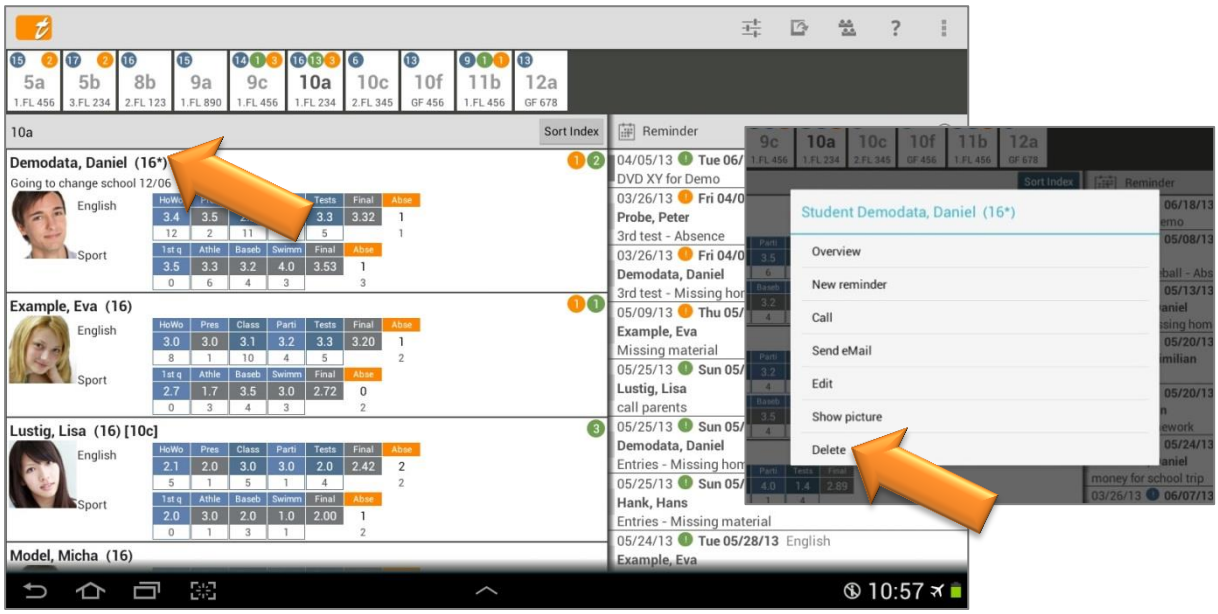
b) Move ALL student data

If ALL data (base data, gradings, entries and reminders) shall be moved to another class, proceed as follows:

1) → open student base data
2) → Classes/courses: select "new" class (activate)
3) → **Menu** → **Move data**: from the "old" class to the "new" class
4) → change base class: select "new" class
5) → Classes/courses: deactivate "old" class

Delete/hide a student

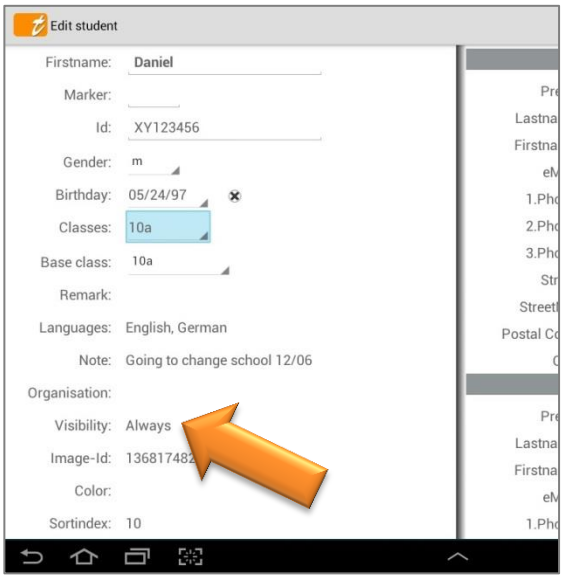
A certain student with all related data can be deleted irretrievably (!) in the **student context menu** (LONG tap on the student's name/photo) via the function → **Delete**.



IMPORTANT: Before doing such actions please run a data export of the student entries (Function: → Menu → Data export → Student entries) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please save the export file and the backup file at an external location, see: ➲ „Data Backup", page 96, and „Data Export", page 130.

If a student leaves a class, but the student data shall still be available, it may be reasonable to have the student **hidden in all views** except of the class overview and / or the student overview.

From the class overview the window with the student base data can be opened with a **swipe movement to the right** on a student's tile or via the **student context menu** (LONG tap on the student's name → Edit).



One tap on → **Visibility** will open a dialogue with the following options for displaying

- ➔ **Always**
- ➔ **Class list only**
- ➔ **Class list and student overview**

V. The Student

Sort students

The sorting can be adjusted directly in the class overview. With one tap on the button “A-Z Lastname” (respectively the currently chosen sorting) a context menu with all pre-defined sorting options will open.

The order of the students in the corresponding class will be adopted automatically by clicking on the desired sorting.

All sortings can be adjusted individually for each class.

There are plenty of pre-defined sorting options:

- ➔ A-Z Lastname
- ➔ A-Z Firstname
- ➔ Gender Lastname
- ➔ Gender Firstname
- ➔ Birthday
- ➔ Gender Birthday
- ➔ Note Lastname
- ➔ Sort Index
- ➔ Baseclass Lastname
- ➔ Subject – je Categorie of grades
- ➔ Subject - Final grade

Most of them are self-explanatory.

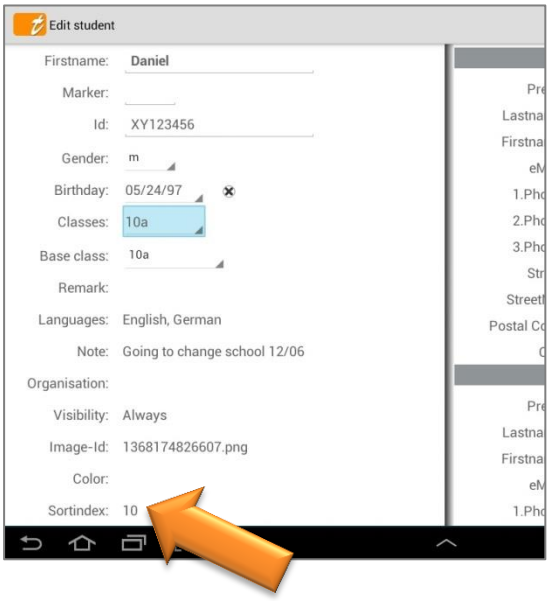
With “Note Lastname” the sorting will be performed in those notes, that have been added under „Notes“ in the student window (LONG tap on the student’s name → Edit).

The students in the class overview can also be sorted in an **own, user-defined order** (→ via the Sort Index) for example according to the seating order.

V. The Student

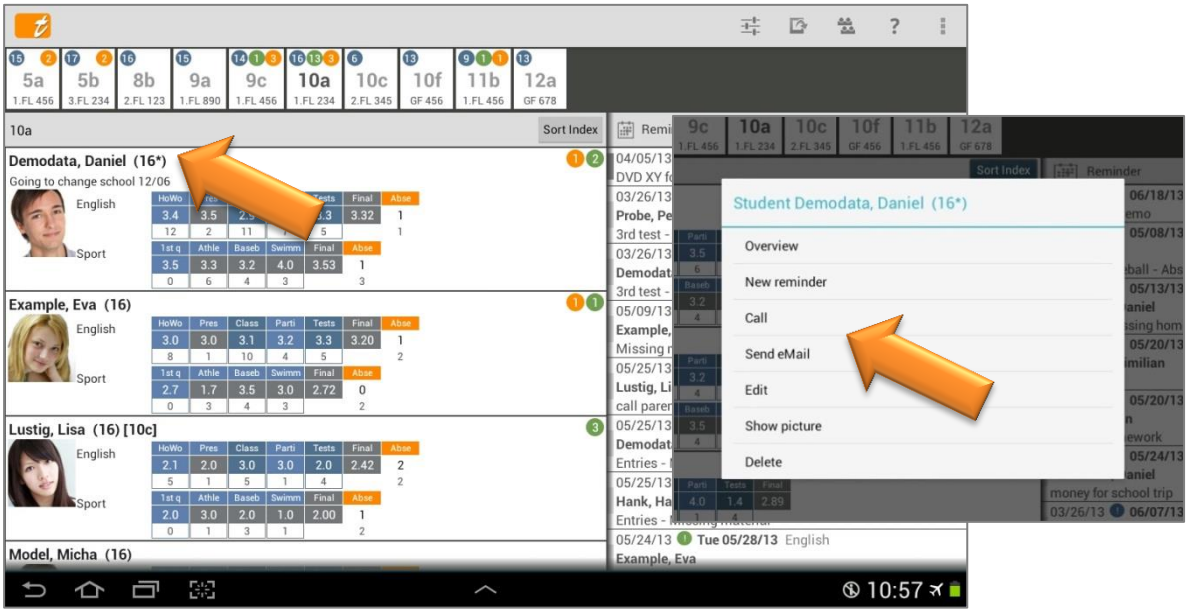
For that purpose just open the student base data: From the class overview with a **swipe movement to the right** on a student's tile or via the **student context menu** (Long tap on the student's name → Edit).

Under the item **Sort index** any number can be assigned to a certain student and a sorting in the desired order will then take place, e.g. 10, 20, 30… for the first student.



Call or mail student contacts

If at least one phone number or mail address has been assigned to **at least one contact**, this contact can simply be informed about the student (normally daughter/son) directly from the class overview or the student overview.



a) Call a student contact

From the **student context menu** (Class overview: LONG tap on the student's name/photo) a call to the contact person can be made directly via the function **→ Call**.

V. The Student

b) Mail a student contact

PRIVACY PROTECTION: For reasons of data privacy ***TAP**UCATE* does not send emails itself! For that reason ***TAP**UCATE* needs external email apps for sending emails and each mail has to be confirmed by the user.

Naturally, the generated email data are unencrypted! For sending them, it is essential to use an email encrypting system (OpenPGP or S/MIME)! Email apps that are applicable are also available for Android™ (e.g. K9-email in conjunction with APG)! Apart from that, for sending personal data it needs the consent of those affected!

So ***TAP**UCATE* will send the email data in a standardized format to the responsible (user-defined) app. Unfortunately, not all email apps do interpret the received data correctly. It is very unfortunate that just an Android™ standard email app is among them. Up to now we haven't solved that problem.

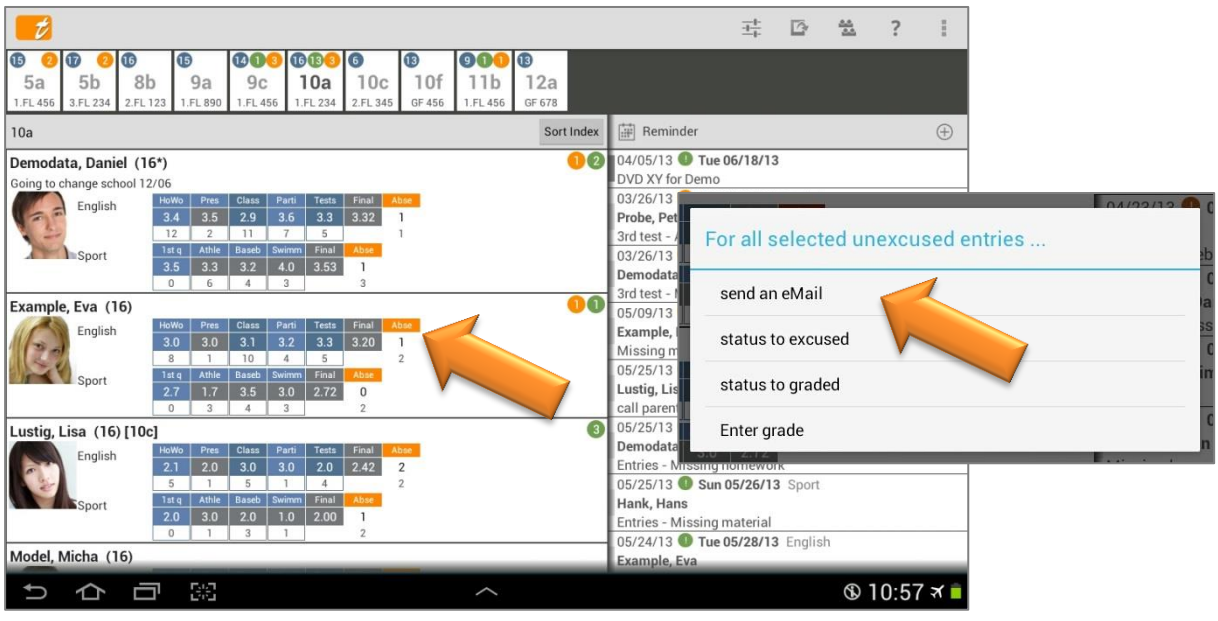
That means: If your email app is not compatible, you will probably have to use a different one for ***TAP**UCATE*. Two apps that will work (depending on the version) are Google Mail™ and K9-eMail. Especially K9-eMail is recommendable, as it is a good, free open-source software, that supports the email encryption.

In the event of email problems, please install the app K9-eMail or the app Google Mail™ and always choose that one for sending emails from ***TAP**UCATE*.

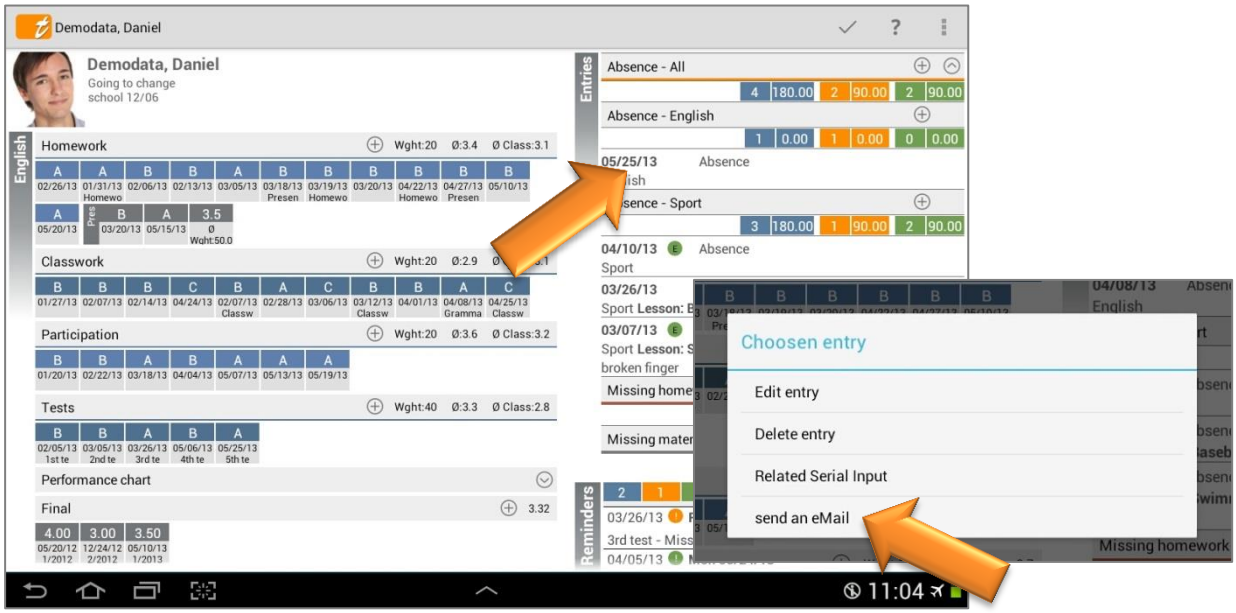
An email can be sent directly to the contact person via the function → **send an eMail** from the **student context menu** (LONG tap on the student's name/photo).

Furthermore contact persons can easily be informed **about entries**, e.g. absences, delays or missing homework **via email**.

If there are any outstanding/unexcused entries displayed in the **class overview**, an info-email can be sent from the **entry context menu** (Long tap on the entry).



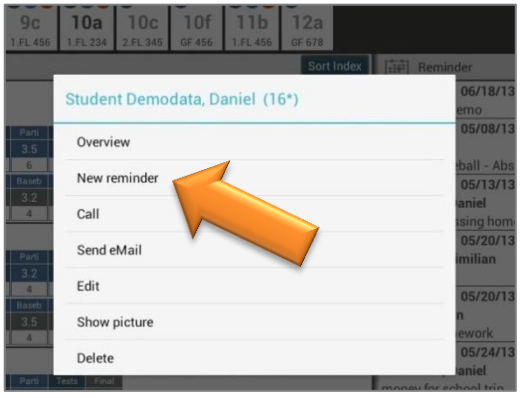
The same applies for all entries in the student overview. With a LONG tap on an entry an info-email concerning the entry can be sent from here via the entry context menu.



For further information about setting up a standard email to the entries, see: ➲ “Send eMails to entries“, page 75.

Create new student reminder

A reminder concerning a student can be added from the **student context menu** (class overview: LONG tap on the student’s name/photo) via the function → **New reminder**.



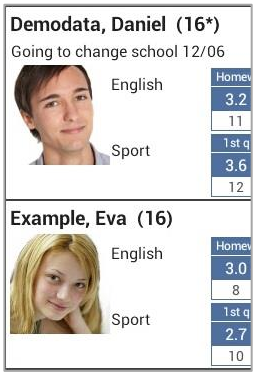
Further information about reminders, see: ➲ „Reminder“, page 88.

Display age and birthday of a student

If a **birth date** has been added in the student base data, the current age and the birthday can be displayed.

V. The Student

Display Age/Birthday:



Via the button settings → **Classes/courses lists** → **Show age** the display of the age can be activated.

The current age will then be displayed in all views (e.g. class overview, student overview) in brackets directly next to the student's name [Mustermann, Max **(16)**].

If it is a student's birthday today, an asterisk "*" will be shown additionally [Mustermann, Max **(16*)**].

Birthdays

Once a day, a birthday list can be displayed automatically immediately after starting ***TAP****UCATE*. Of course, the students' birthdays must have been added previously.

Via the button **Settings** → **General** the automatic display of the birthday list can be completely deactivated via the function → **Show birthdays**.

Nevertheless the birthday list can be opened manually at any time: → **menu** → **Birthdays**. It will show all birthdays of the present day as well as those in the past and the coming ones.

As standard in this birthday list, the birthdays of the present day, those of the last week and those of the coming week are activated. But the display can be adjusted individually.

Via the button **Settings** → **General** it is possible to define the period that should be displayed before and after the present day. Different settings between 0 and 4 weeks are selectable.

If the display of the birthday list shall be available with only one tap at any time, a "birthday-button" can be activated in the ActionBar. For further information concerning the settings of the ActionBar, see: ➲ "ActionBar settings of the classes overview", page 13.

VI. Grading

A. Single grade

Enter a single grade

Single grades can be added in the class overview or in the student overview.

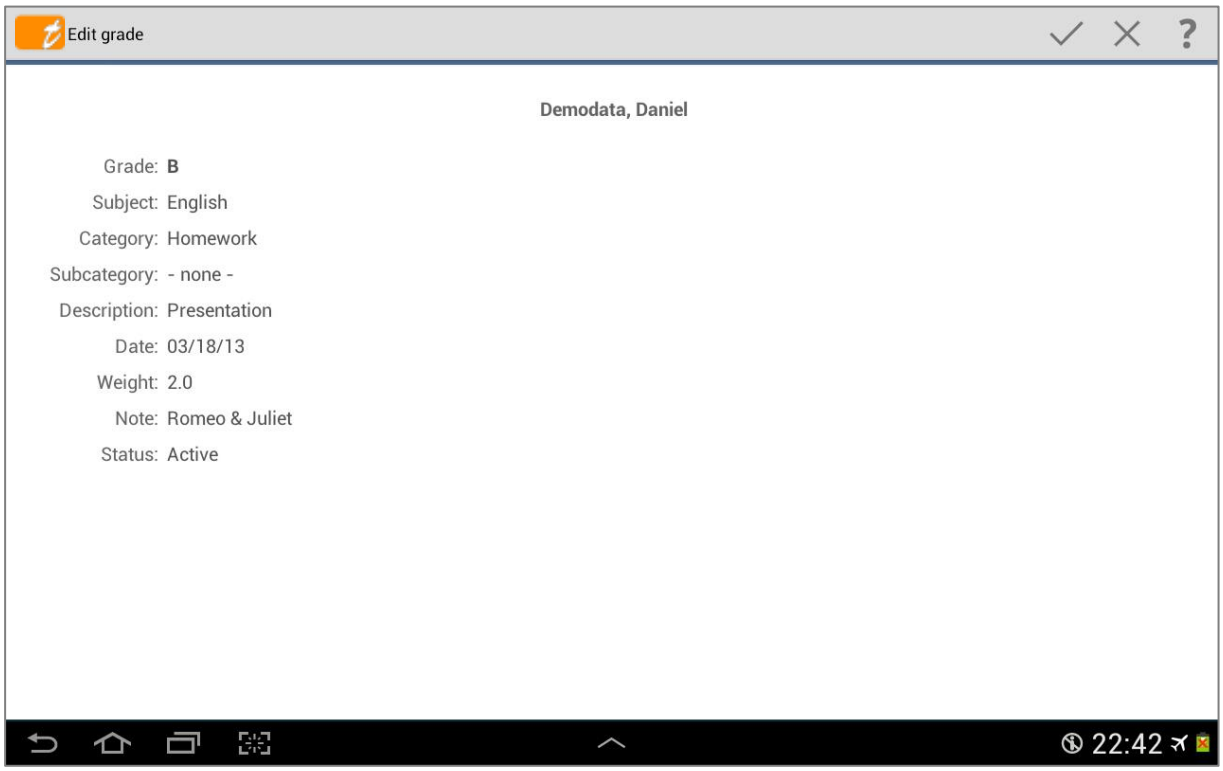
With a short tap on a grade field in the class overview, respectively with a short tap on the "+"-symbol in the student overview a grade dialogue will open, in which a new grade can be selected.

The grading options in the grading dialogue depend on the pre-defined grading scheme, which has been selected in the class window (Class overview: LONG tap on the name of the class → Edit), see: ➲ "Functions of the class", page 20.

In this example the grading scheme „A to F" has been chosen.

VI. Grading

The shortcut "**n.a.**" is an additional standard entry in each grading scheme and means "**not available**". In this case a "blank field" will be added in the student's overview. This way the teacher can see that a student was e.g. not present during a class test and that entering a grade there hasn't been forgotten. The selected grade, respectively the "n.a." will then be taken over to the following grading window and further grading information can be added.



Depending on which grading-field was tapped in the class overview, the fields Subject/Category/ Subcategory are already pre-assigned.

The same applies for the **date**. As standard the current date will be displayed here, but it can be changed by tapping.

As standard the date is displayed in the format: DD.MM.JJ.

This can be changed in the class overview via the button Settings → General → **Date format**. The following formats are available:

- ➔ 31.10.13
- ➔ 31/10/13
- ➔ 10/31/13
- ➔ Mo.31.10.
- ➔ Mo.31/10
- ➔ Mo.10/31

All following fields are optional fields – there is no entry imperatively required in them, but they may be useful in order to improve the clearness and for a better describing of the grade.

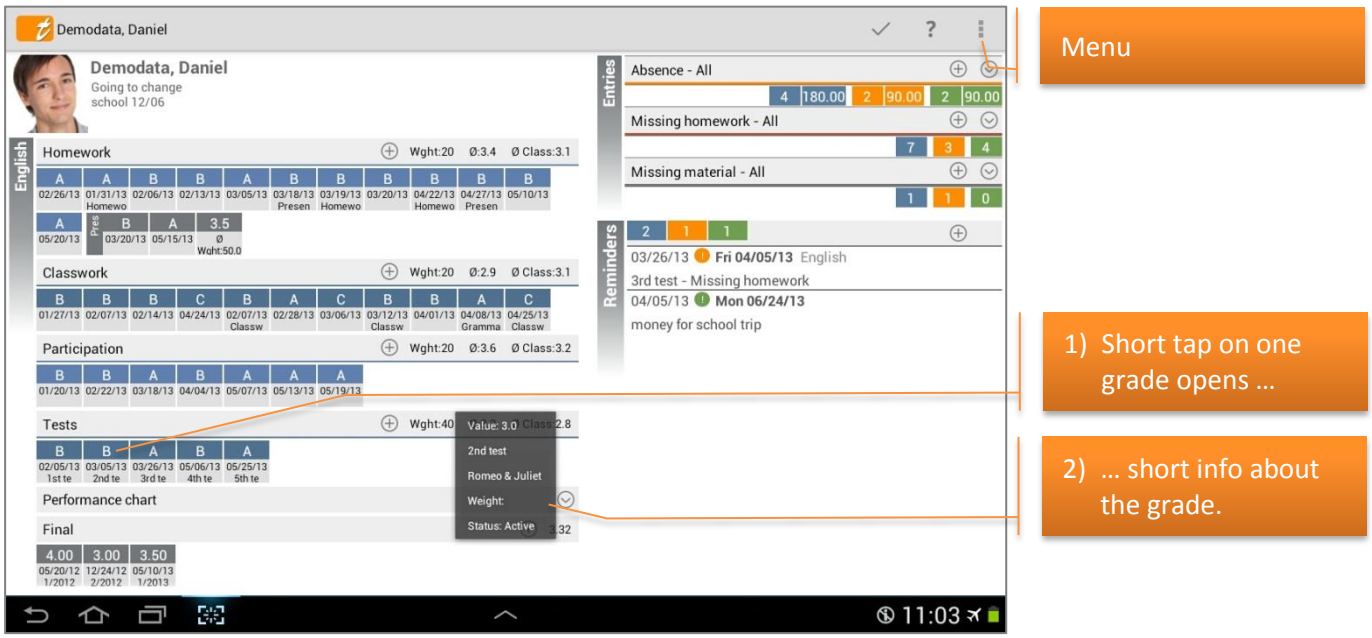
The entry in the field Description is displayed in short form in the student overview directly below the grade.

VI. Grading

Furthermore a weight for this one grade can be added. The weight will be shown via a SHORT tap on the grade in the student overview in the **pop-up window "short info"**(See following screenshot).

For further information about the grade weight, see: ➲ „Weighting, Grouping, Rounding, Decimal places", page 61.

An entry in "**note**" is an additional information about the grade, but it isn't a mandatory field. It will become visible via a SHORT tap on the grade in the student overview in the **pop-up window "short info"**(See following screenshot).



The grade short info shows any information concerning the grade quickly and clearly arranged:

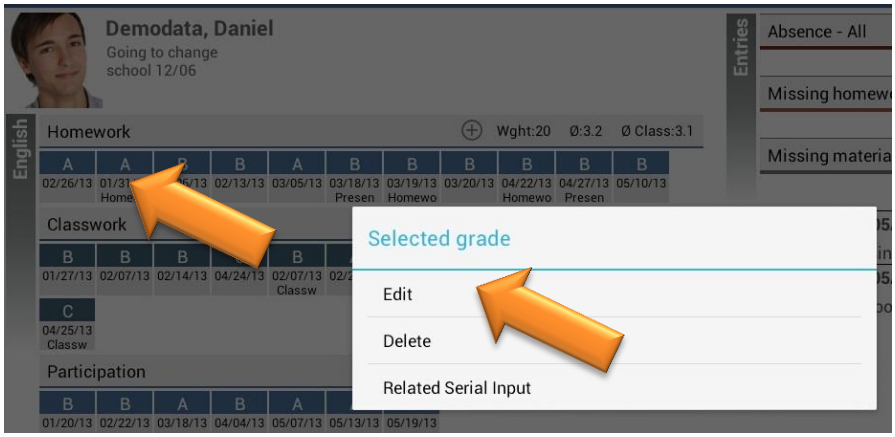
- ➔ Grade-Value
- ➔ Grade Description
  (additionally displayed in short form directly under the grade)
- ➔ Grade-Note
- ➔ Grade-Weight
- ➔ Status: "Active"or "Finalized/Visible" - for further information about the status, see: ➲ „Finalize period", page 147.

VI. Grading

Edit single grade

Each grade including all settings can be changed at any time!

Student overview: With a **LONG tap** on a grade, the **grade context menu** will open and the **grade window** can be opened via the function → **Edit**, and all information can be changed and/or supplemented.



With one tap on the button ☑ the data will be saved and one will return to the student overview.

Delete single grade

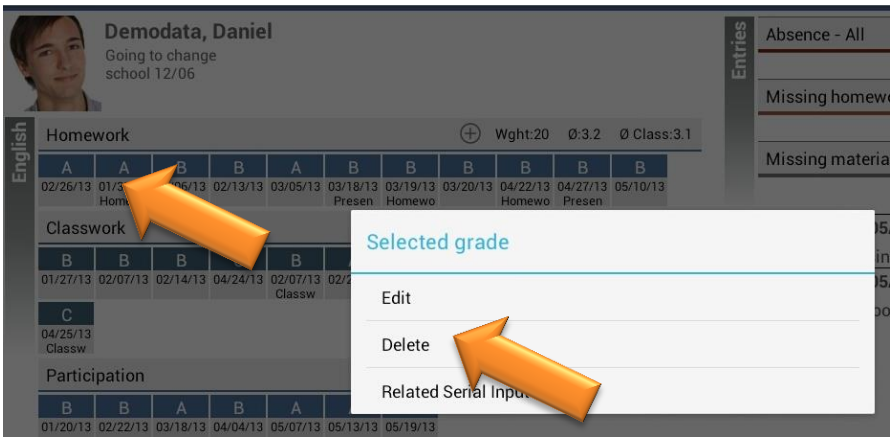
Of course each grade can be deleted completely, as well!

Student overview: With a LONG tap on a grade, the **grade context menu** will open with the following functions …

➔ Edit

➔ Delete

➔ open Related Serial Input
(if the grade was entered via the serial input)



Via the function → **Delete** the grade will be deleted.

VI. Grading

B. The Serial Input

General information

If a **whole class** shall be graded quickly and simply, the input via the function → **Serial Input is recommended**. Grades and entries can be entered in list form here.

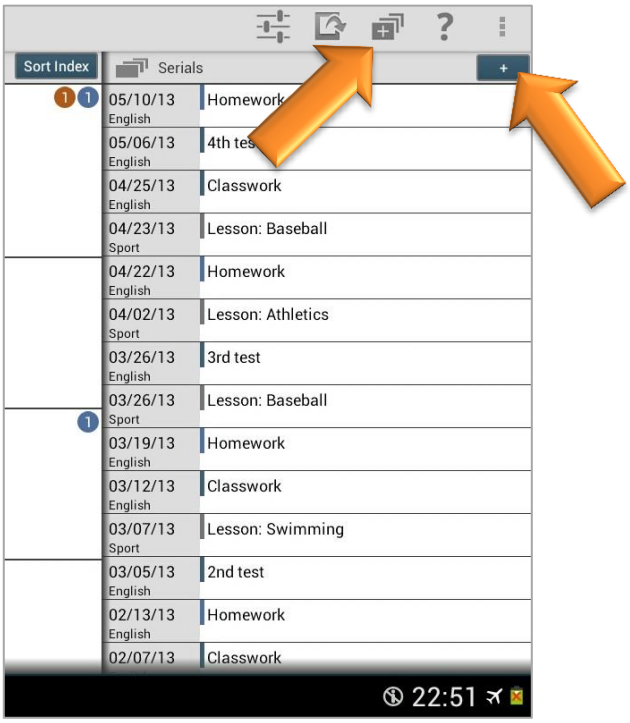
All entered serial inputs will be saved in the overview "Serial Input" and there they can be opened again and be edited, if necessary.

If too many serial inputs have been entered during a school year and the loading time of these elements is too long (this may happen with less powerful devices), the number of the serial inputs that shall be loaded, can be reduced in the settings, see: ➲ "Settings for the classes overview", page 13.

There are two quick and simple ways of creating a new serial input:

1) Class overview/list view: Serial Input → Button „ **+** "

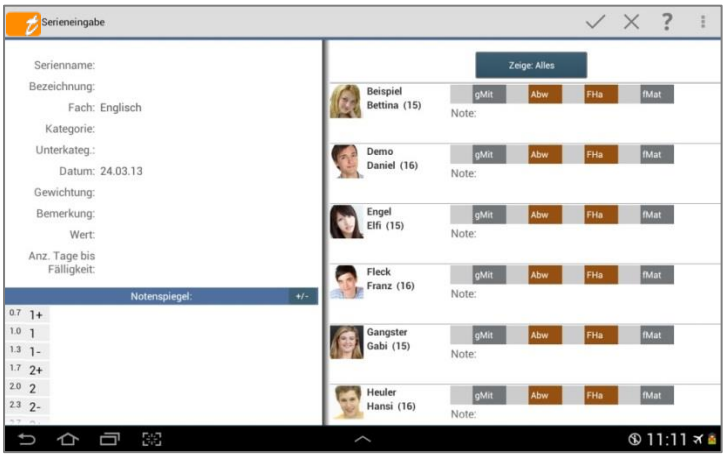
2) Class overview/ActionBar: → Button „ **New Serial Input** "



As standard, there is no button "New Serial Input" in the ActionBar, but this can be adjusted in the → **Settings**.

For further information about adjustment of the ActionBar, see: ➲ "ActionBar settings of the classes overview", page 13.

With one tap on the respective button mentioned above the window for a new serial input will open immediately.



The width of the student column can be individually adjusted via→ Settings →Grading → **Width of the student** column **(in the Serial Input)**.

VI. Grading

Serial input Overview

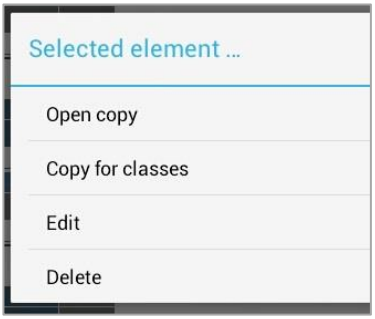
The **list area** is on the right hand side of the class overview. Here one can switch quickly and easily between the following overviews with a swipe movement to the left or to the right (or with one tap on the list drop-down menu):

- ➔ Class entries
- ➔ Checklists
- ➔ Reminders and
- ➔ **Overview Serial Input**

The overview of the serial inputs in the list area displays all created serial inputs including date, subject and the name of the series. Furthermore the color of the chosen grading category is displayed.

All serial inputs can be reopened and **changed/edited** arbitrarily via a **SHORT tap** on the name.

Via a **LONG tap** on the name of the series the serial input context menu will open with the following functions:



- ➔ Open copy of the chosen serial input,
  see also: ➲ “Creating a copy of a serial input“, page 48
- ➔ Copying a chosen serial input into different classes
- ➔ Editing a serial input
- ➔ Deleting a serial input, see also: ➲ „Delete serial input“, page 50.

VI. Grading

Grading with the serial input

If a **whole class** shall be graded quickly and simply, the input via the function → **Serial Input is recommended**. Grades and entries can be entered in list form here.

It is possible either to open a new (empty) serial input via one of the following procedures: …

- ➔ Class overview/List view: Serial input → button „ **+ "**
- ➔ Class overview/ActionBar: → button „**New Serial Input**"

or to open and to edit a copy of an existing serial input (→ LONG tap on the name of the series → Open copy).

Menu
- ➔ Fast grading
- ➔ Set grade for all students
- ➔ PDF-Screenshot

A Name for the serial input can be entered in the field „**Serial Input Name**". This will be taken over as „title"in the serial input overview. The serial name is no mandatory field. If nothing is entered here, only the "title"will be displayed in the „description".

This "**description**" can also be used as „grade description", e.g. "3rd class test". This improves the clearness and is visible in short form in the student overview directly under the grade.

The „**Subject**"-selection is a mandatory field in the grading input. If grades are entered with this serial input, the **Category** / optionally **Sub Category** have to be defined as well. If only entries shall be added, the subject-/ category- selection is not imperatively required.

Furthermore, a "**weighting**" for the grades in this serial input can be assigned. The weighting also becomes visible with a short tap on the grade in the info-popup window in the student overview.

For further information about weighting, see: ➲ „Weighting", page 61.

VI. Grading

In the field "**Notes**" additional information related to the grade can be added, e.g. the topic of a class test. This note will be saved with all grades of this serial input and will become visible with a short tap on the grade in the **popup-window "short info"** in the student overview. An individual note on a certain grade can alternatively be added and saved in the grading dialogue. The entry of a „**value**" is reserved exclusively for the input of entries. A "value" can be any number, e.g. „45" for 45 minutes absence or „2" for 2 lessons absence. If the display of the "values" is activated in the entry-settings, they will be visible accordingly in the student overview.

Finally, a **maturity period** for the generation of reminders can be defined. This option is also reserved for the input of entries – reminders for grades are not provided. For further information about entries, see: ➲ „Entries", page 67.

The (student-) area on the right hand side is reserved for the input of grades and/or entries.

With one tap on the button → "**Show: …..**" one can switch between four different views:

- ➔ Show: All
- ➔ Show: Grades + Notes
- ➔ Show: Grades only
- ➔ Show: Entries only

If only grades are being entered, it is reasonable to switch to the view „Show: Grades only" or to „Show: Grades + Notes".

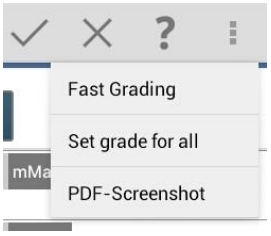
There are two ways of entering grades with the serial input:

1) A short tap on „grade:" will open the grading dialogue and the grade can be selected.

2) **Slide bar control**: A grade will be generated automatically by moving the slide bar control. This happens with a little retardation, so that the grades won't be changed by mistake while scrolling.

   The slide bar control can be deactivated, too! (Class overview: → Settings → Grading)

3) → Menu → **Fast Grading**: The grading dialogue with the students' names will be opened immediately and the whole class can be grade without a further tap. The "fast grading" will finish automatically via the „return-button „of the device, respectively after grading the last student.

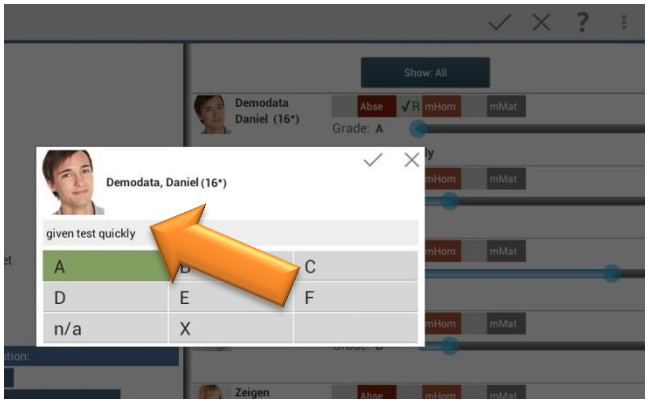


4) → Menu → **Set grade for all**: With this function a grade is set and all students will be graded automatically with that grade. Of course it is possible to change each individual grade afterwards.

VI. Grading

Furthermore, there is the possibility of entering an individual **note** for each grade, respectively each student.

If nothing is entered, ***TAP****UCATE* will adopt the „note“ from the general settings of the serial input. This will then be visible as well in the popup window „short info“ in the student overview.

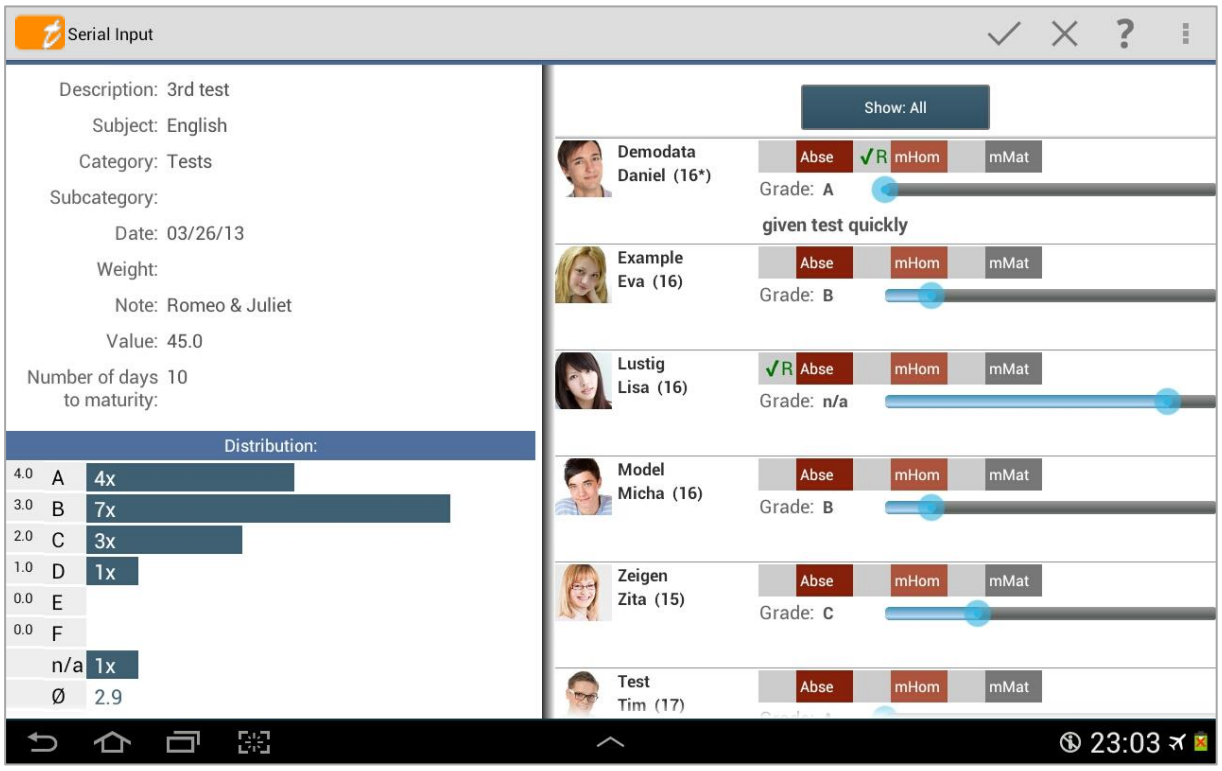


IMPORTANT: Notes about a grade will only be saved if a grade, respectively n.a. has been selected!

With one tap on the button ☑ the data will be saved and one returns to the class overview.

Entering grades an entries with the serial input

Of course, grades and entries can be added at the same time, e.g. in order to create a lesson report with the grading for a lesson and the recording of absences, missing homework and good participations.



In this case it is reasonable to fill in the following fields:

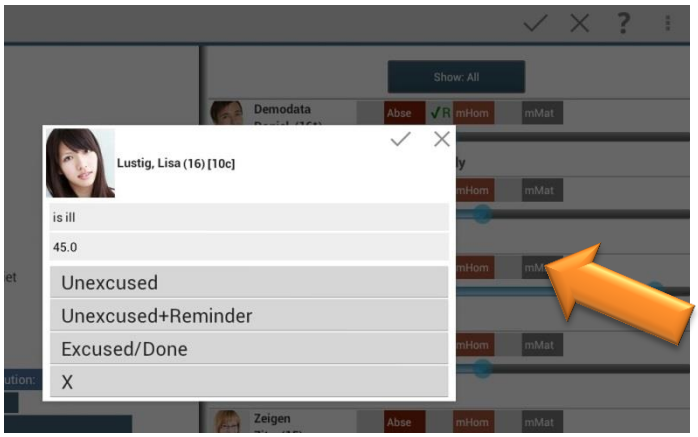
- ➔ A description, e.g. „lesson record“
- ➔ For the grading: a subject, a category / subcategory
  optional a grading and a note
- ➔ If needed: for the entries: a value (e.g. “45” – minutes of a lesson for the absences) and the number of maturity-days for the reminders

The grades will then be recorded as described in “Grading with the serial input”, see: ➲ page 44.

The entry-dialogue will open with one tap directly on an entry field.

Here it is possible to enter a description (here: “is ill”) and a value (here: “45” minutes) for each entry and with one tap it can be defined if the entry shall be recorded as:

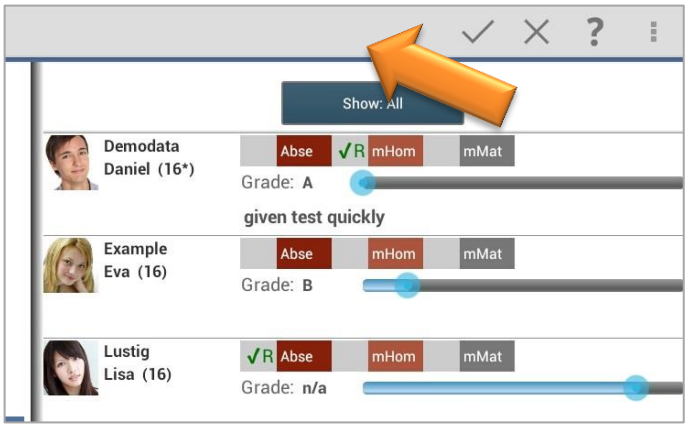
- ➔ Unexcused
- ➔ Unexcused including a reminder or as
- ➔ Excused/ Done.



If there is NO information entered for description and / or weighting in the entry-dialogue, this will be adopted from the „general settings“ of this serial input.

Entries can also be generated with different taps on the grey entry-fields:

1x Tap	✔	Entry will be generated
2x Tap	✔R	Entry AND reminder will be generated
3x Tap	✔✔	Excused entry will be generated
4x Tap		„Marking“ will be removed

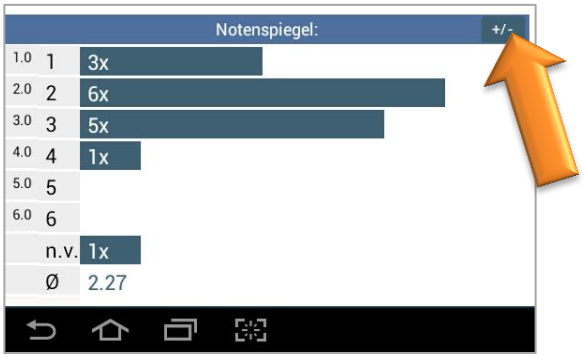


For further information about entries, see: ➲ „Student entries (e.g. Absence)“, page 67.

VI. Grading

Grade Distribution

The performance record shows how many appearances of a grade there are in form of a bar diagram and shows accordingly the grade average of an exam.



Under the item grade schemes with tendencies (1+, 1, 1-, …) the performance record will also display the number of grades without tendencies with one tap on the **+/- -button.**

Edit a serial input

Of course all data of a serial input can be changed at any time.

There are two ways of opening and editing serial inputs:

a) Using the serial input overview

First of all the serial input-overview has to be opened in the **list area**. With a SINGLE tap on a serial input-entry the corresponding serial input will be opened and changes can be made. The changes have to be confirmed before the serial input can be closed again and the changes will be adapted to the corresponding overviews so they are updated.

b) Using the grades/entries/reminders

Once a grade, an entry or a reminder has been generated via a serial input, this serial input can be opened from the student overview as well.

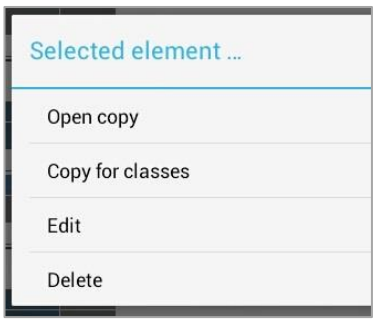
With a LONG tap on the certain grade, entry or reminder, the function → **corresponding serial input** will be available in the **context menu**.

A tap on this function will open the related serial input and changes can be made. The changes have to be confirmed before the serial input can be closed again and the recent input will be saved.

VI. Grading

Creating a copy of a serial input

A new serial input can be generated from an existing serial input in the list view, in which the general settings (description, subject, grading categories, weighting, note, values and number of the reminder days) are taken over.



From the list view the context menu can be opened with a LONG tap on a serial input entry and a copy of the serial input without grades and entries will open directly via the function → **Open copy.**

Via the function → **Copy for classes** it is possible to save the copy of a serial input to selected classes.

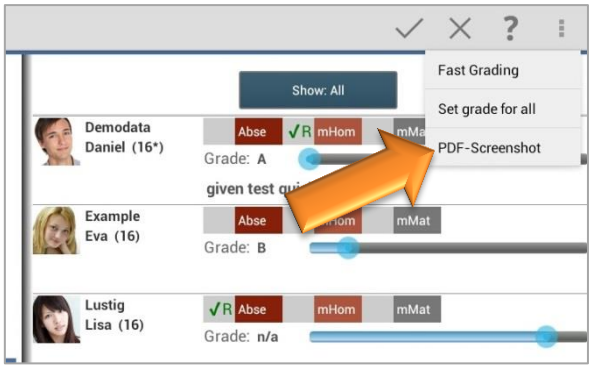
Print a serial input/ Create a PDF-Screenshot

NOTE REGARDING THE PDF-FUNCTIONS: The PDF-functions are in their introductory phase and may be used for free till the end of the introductory phase. In order to be able to use the PDF-functions after their introductory phase, it will be obligatory to buy a PDF-extension module separately.

A serial input can be printed quickly and easily via the → **PDF-Screenshot**.

With one tap on the button „**Menu**“ the context menu will open. A PDF-file in the student overview will be created via the function → **PDF-Screenshot**.

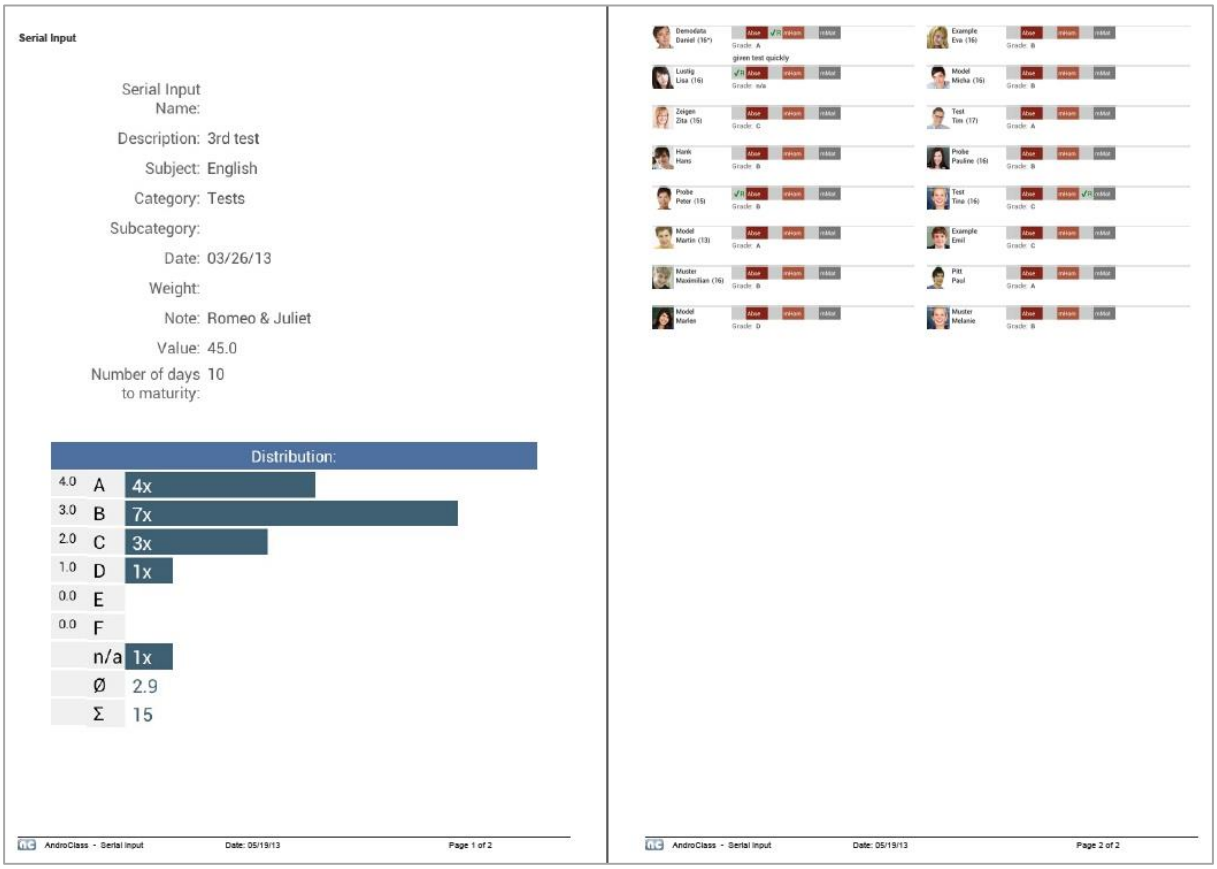
The file “**serial_input_(date).pdf**” will be saved in the folder → **TAPUCATE/Export**. Depending on the printer it can be printed directly or after copying it to the computer.



NOTE: With some smartphones/tablets the saving of the PDF-file on the SD-card will be “blocked” as soon as the smartphone/tablet is connected with the computer via USB! For that reason: Please create the PDF-Screenshots first, and connect with the computer and copy the data afterwards.

VI. Grading

PDF-FILE: SERIAL_INPUT_21122012.PDF



PRIVACY PROTECTION: As standard the created PDF-files are **unencrypted**!

Via → **Settings** → **Security** a password can be determined and an encryption can be activated. Then you will need a PDF-program that is able to deal with password protection. Do not send any unencrypted data via the internet! Furthermore, for sending personal data it needs the permission of the people concerned!

For exports: Please save the files for further processing on a safe data carrier and delete them on the mobile device!

Delete serial input

a) Delete single serial input

Serial inputs can be deleted:

➔ It is possible to delete a **whole serial input** including all contents (grades, reminders, entries) or…

➔ If it is sure that a serial input won't be changed anymore, it is possible to delete **only the entry** in the serial input overview (for a better overview). **All entries and gradings will be kept then.**

First the serial input overview has to be opened in the **list area**. With a LONG tap on a serial input entry the function → **delete** will be available in the **context menu**.

If this function is chosen, the question "**Delete generated data as well?**" will be asked – If this is confirmed with "Yes!", all data of this serial input including all grades and entries will be deleted irretrievably (!), in the other case only the serial input itself – grades and entries will be kept.

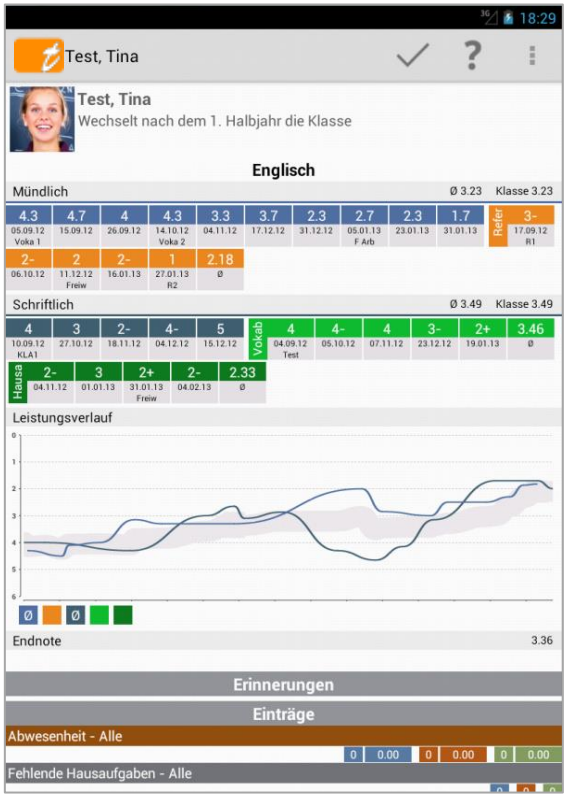
b) Delete multiple serial inputs at once

It is possible to delete multiple serial input entries in the overview serial input at the same time. This can be done via the function → „**Finalize period**". For further information, see: ➲ „Finalize period", page 147.

C. Performance chart, export, print, eMail

Performance chart (TAPUCATE -Extension-App „EP1")

NOTE: The performance chart is part of the ***TAP****UCATE*-Extension-App "EP1" and can be purchased separately in GooglePlay™. With the ***TAP****UCATE*-Extension-App "EP1"all entered grades in the student overview can be displayed in form of a performance curve.



A detailed description including the other contents of the ***TAP****UCATE*-Extension-App "EP1" can be found in a separate manual.

VI. Grading

Export grades

All entered grades can be exported for further processing with spreadsheet programs.

From the class overview the function → **Data export** can be started via the menu button.

DATA PROTECTION: The generated CSV-files are naturally unencrypted!

Please save the files for further processing on a safe data carrier and delete them on the mobile device!

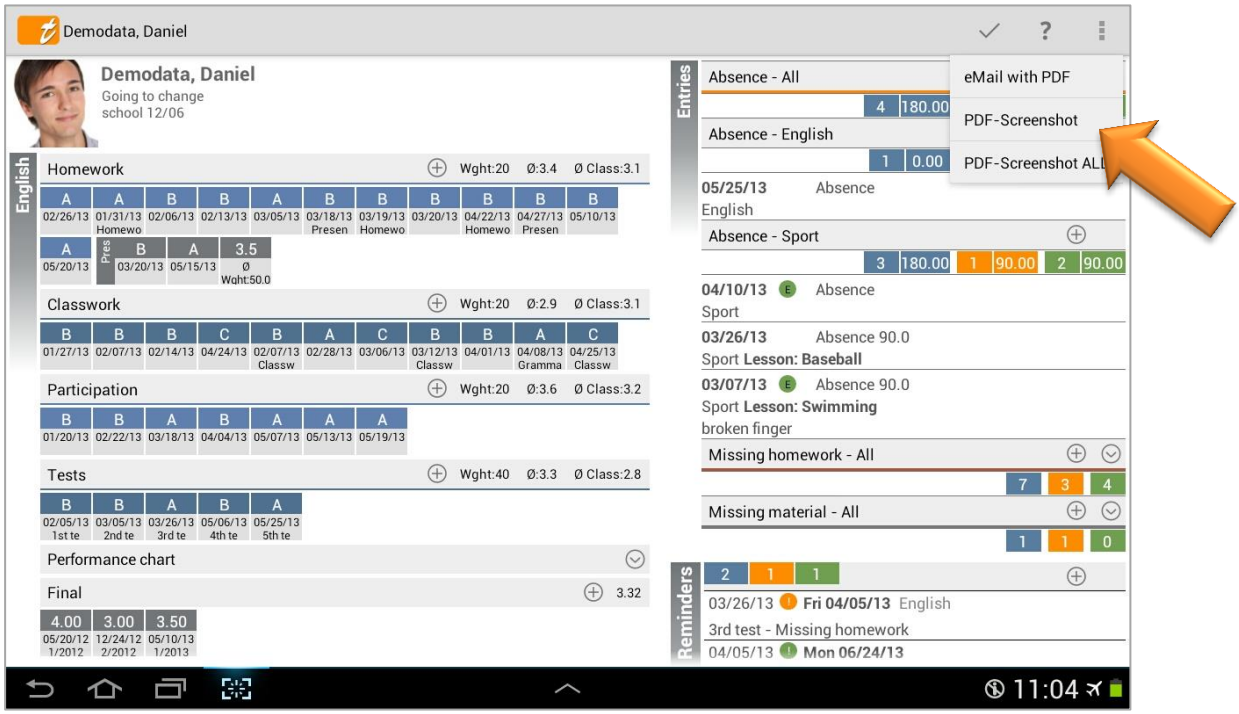
For detailed information and descriptions about export and the following further processing in a spreadsheet program, see: ➲ „Data Export“, page 130.

Print grades / Create a PDF-Screenshot

NOTE REGARDING THE PDF-FUNCTIONS: The PDF-functions are in their introductory phase and may be used for free till the end of the introductory phase. In order to be able to use the PDF-functions after their introductory phase, it will be obligatory to buy a PDF-extension module separately.

Grades and entries of a student can be printed quickly and simply from the student overview via the function → **PDF-Screenshot**.

With one tap on the button **Menu** the context menu will open. With the function → **PDF-Screenshot** a PDF-file of the student overview will be created.



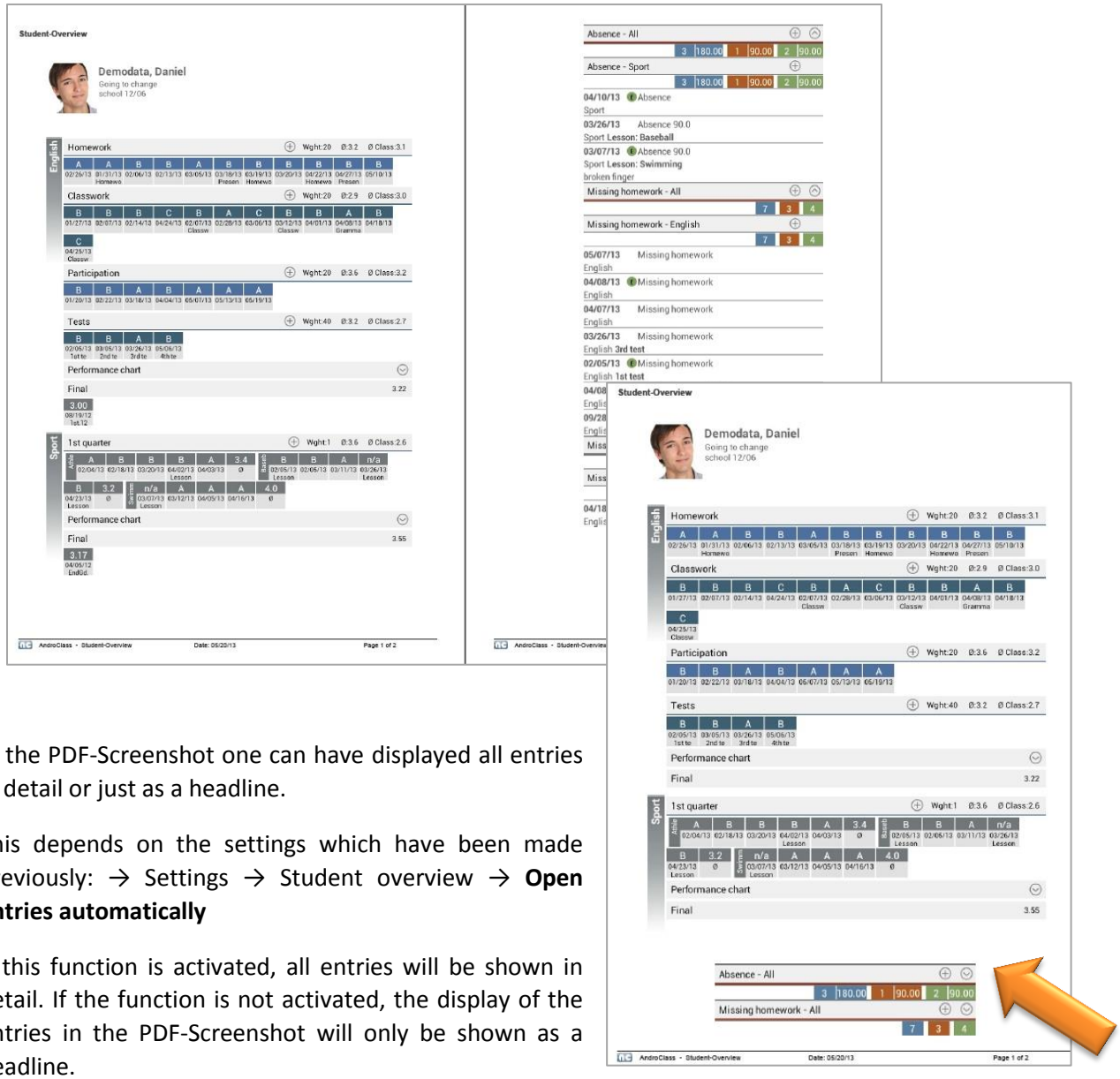
VI. Grading

The file "**student_overview_(name)_(date).pdf**" will be saved in the folder → **TAPUCATE/Export**. Depending on the printer it can be printed directly or after copying it to the computer.

NOTE: With some smartphones/tablets the saving of the PDF-file on the SD-card will be "blocked" as soon as the smartphone/tablet is connected with the computer via USB!

For that reason: Please create the PDF-Screenshots first, and connect with the computer and copy the data afterwards.

PDF-FILE STUDENT-OVERVIEW: STUDENT_OVERVIEW_DDEMO_21122012.PDF



In the PDF-Screenshot one can have displayed all entries in detail or just as a headline.

This depends on the settings which have been made previously: → Settings → Student overview → **Open entries automatically**

If this function is activated, all entries will be shown in detail. If the function is not activated, the display of the entries in the PDF-Screenshot will only be shown as a headline.

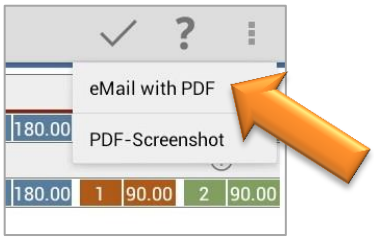
VI. Grading

DATA PROTECTION: As standard the created PDF-files are **unencrypted**!

Via → **Settings** → **Security** a password can be determined and an encryption can be activated. Then you will need a PDF-program that is able to deal with password protection.

Send an eMail with a PDF-Screenshot

The PDF-Screenshot of the student overview including all grades and entries of a student can be sent to a contact person via email directly from the student overview via the function → **Menu** → **eMail with PDF**.



Therefore at least one email address must have been entered in the student base data, see: ➲ „Add a new student“, page 25.

NOTE: If the entries shall be displayed in detail, in the → settings the function → student overview → **Open entries automatically** must be activated.

PRIVACY PROTECTION: As standard the created PDF-files are **unencrypted**!

Via → **Settings** → **Security** a password can be determined and an encryption can be activated. Then you will need a PDF-program that is able to deal with password protection.

Do not send any unencrypted data via the internet! Furthermore, for sending personal data it needs the permission of the people concerned!

D. Grading system

General information

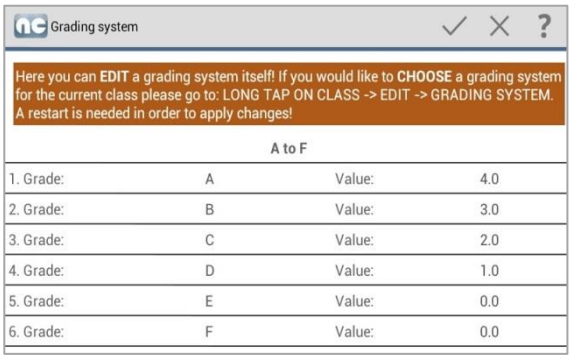
There is a wide range of pre-defined grading schemes available:

- ➔ 1+ to 6
- ➔ 0 to 15 points
- ➔ 1 to 5
- ➔ 1+ to 5
- ➔ 1 to 6
- ➔ 1 to 6+, 6
- ➔ a half 1 bis 6
- ➔ a tenth 1 bis 6
- ➔ a quarter 1+ bis 6
- ➔ 1a to 8c
- ➔ A to F
- ➔ A+ to F
- ➔ A* to G
- ➔ 1 to 10 (NL)
- ➔ 1 to 10 (I)
- ➔ 0, 0.5 … 19.5, 20 (F)
- ➔ 0, 0.5 … 9.5, 10 (F)

VI. Grading

These are defined in the **Menu item → Grading system.** .

In each grading system it is possible to enter up to **69 grades (-descriptions)** with their particular values, e.g. 1+ - value: 0.7.


Grading system
Here you can EDIT a grading system itself! If you would like to CHOOSE a grading system for the current class please go to: LONG TAP ON CLASS -> EDIT -> GRADING SYSTEM. A restart is needed in order to apply changes!
A to F
1. Grade: A Value: 4.0
2. Grade: B Value: 3.0
3. Grade: C Value: 2.0
4. Grade: D Value: 1.0
5. Grade: E Value: 0.0
6. Grade: F Value: 0.0

Alternatively to the grade selection dialogue, grades can be entered as **decimal values** as well. That means that instead of a grade selection dialogue there will appear a numeric input field. This way a grading with percentage values becomes possible. This is not possible with the grade selection, because the grading system is limited to a maximum of 64 grade stages.

Select a grading system for a class

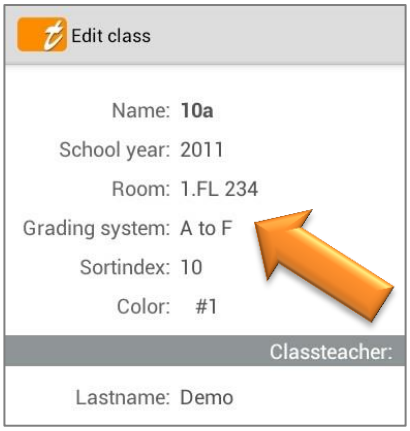
A grading system → **Grading system** or → **Decimal grading** can be defined fur each class separately, which means: Each class CAN be graded with a different grading system!

a) Select a grading system for a class

Therefore the **class base data** have to be opened via the **class context menu** (LONG tap on a class tile → edit)

One tap on the field → **Grading system** will open al defined grading schemes and one can be selected for this class.

NOTE: The **Menu item → Grading system is** only dedicated for the adjustment of individual grading schemes – NOT for the assignment of a scheme to a class!



b) Use decimal grading for a class

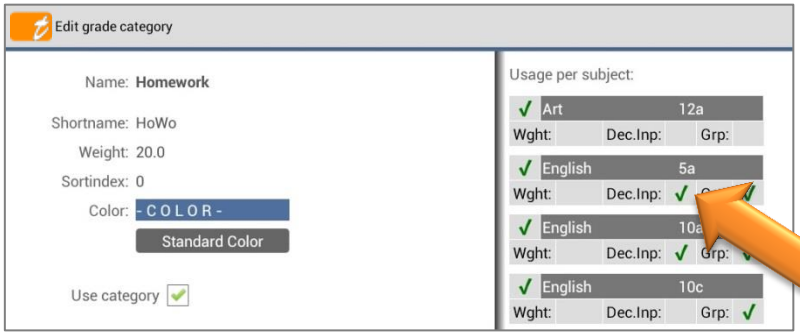
The decimal grading can**not** be defined in the class window via the setting “grading category“, but via the → **Menu → Grading categories**.

That is for the reason that it is possible to grade **one class** with a grading system AND the decimal grading (each grading category differently)!

VI. Grading

The decimal grading has to be adjusted individually for each grade category, each subject and each class:

→ **MENU** → **Categories of grades**



Here the decimal grading must be activated in all relevant grade categories (✓ at "Dec.Inp. ").

For further information about grade categories, see: ➲ „Grading categories", page 57.

Create a custom grading system

If another grading scheme apart from the already defined ones is needed, there are two ways:

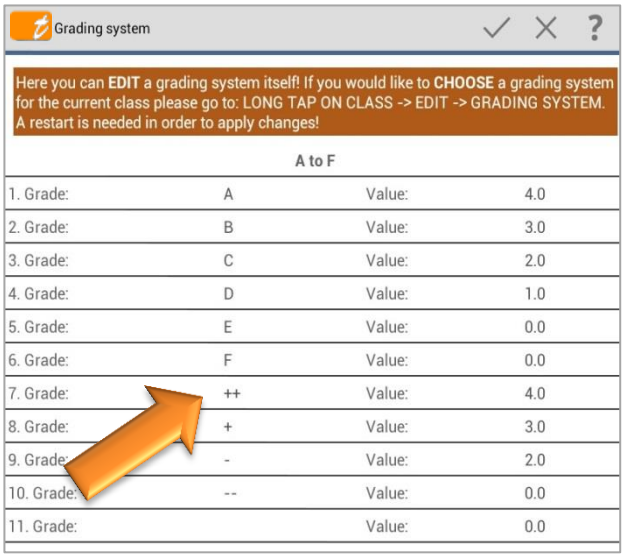
➔ Each already **existing grading system** can be changed or extended

➔ A completely **new grading system** can be defined (user-defined)!

Up to now, in one class it is only possible to apply a decimal grading in one grading category (e.g. oral) and with a grading system in a different grading category (e.g. written) with a pre-defined grading scheme (e.g. 1+ to 6).

Till now it is not possible to define **two different grading schemes** (for different grading categories) **within one class**.

a) Extend an existing grading system


Grading system
Here you can EDIT a grading system itself! If you would like to CHOOSE a grading system for the current class please go to: LONG TAP ON CLASS -> EDIT -> GRADING SYSTEM. A restart is needed in order to apply changes!
A to F
1. Grade: A Value: 4.0
2. Grade: B Value: 3.0
3. Grade: C Value: 2.0
4. Grade: D Value: 1.0
5. Grade: E Value: 0.0
6. Grade: F Value: 0.0
7. Grade: ++ Value: 4.0
8. Grade: + Value: 3.0
9. Grade: - Value: 2.0
10. Grade: -- Value: 0.0
11. Grade: Value: 0.0

It is possible to extend an existing grading system with further grading profiles (e.g. grading with symbols "+ +", "+ -"or "- -"). That way it becomes possible to combine two different grading schemes in one.

Via the → **MENU** → **Grading system** an overview with all existing grading systems will open.

If, for instance, the grading system „1+ to 6"shall be extended with the grades "+ +", "+ -"or "- -", just open the grading system "1+ to 6" and add the scheme with the symbols and their grade values. From now on the grades "+ +", "+ -"or "- -"will be available in the grading dialogue in addition to the grades "1+ to 6".

b) Create a custom grading system

Class overview: Via the → **Menu** → **Grading system** an overview with all existing grading schemes will open.

The **user-defined grading system** is dedicated to define an own grading scheme with own grading symbols or grades with individual values in each case. It is possible to define up to 60 grades with related values.

After saving and restarting the device the “own grading system“ will be available.

Finally it has to be defined as the active grading system in the class base data (Grading system: user-defined), see: ➲ „Functions of the class“, page 20.

E. Grading categories

General information

A grading can be made in different grade categories (main – and/or subcategories).

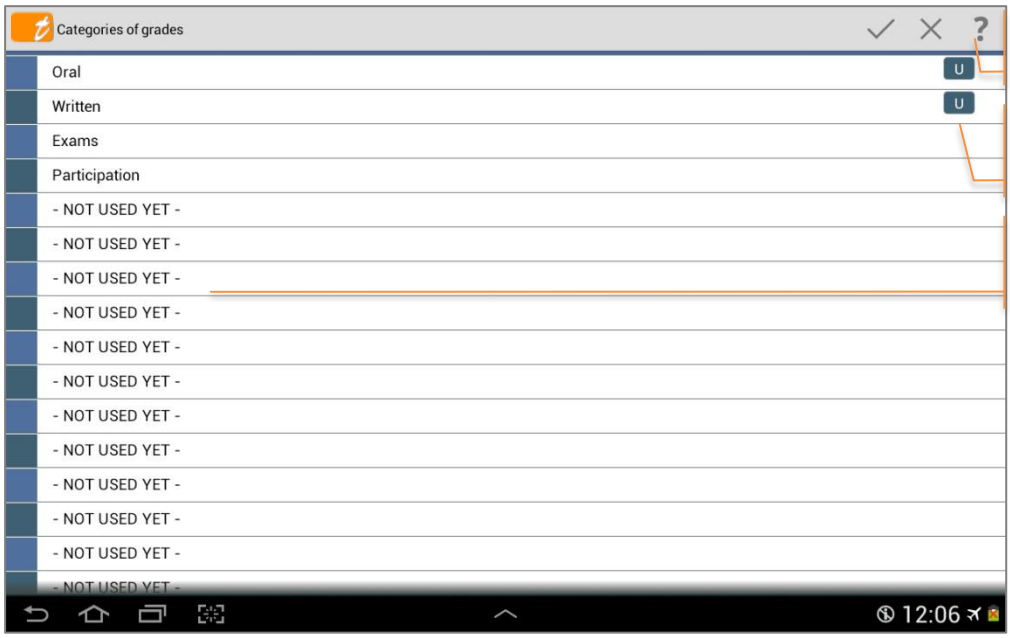
It is possible to define up to **64 main categories**, each with an **arbitrary number of subcategories** for an individual grading.

The overview of all grading categories can be opened from the class overview via the **menu** → **grading categories**.

After the installation of ***TAP****UCATE* four main categories are defined as standard, and two of them are activated (see mark).

- ➔ oral ✓ activated
- ➔ written ✓ activated
- ➔ practical
- ➔ social

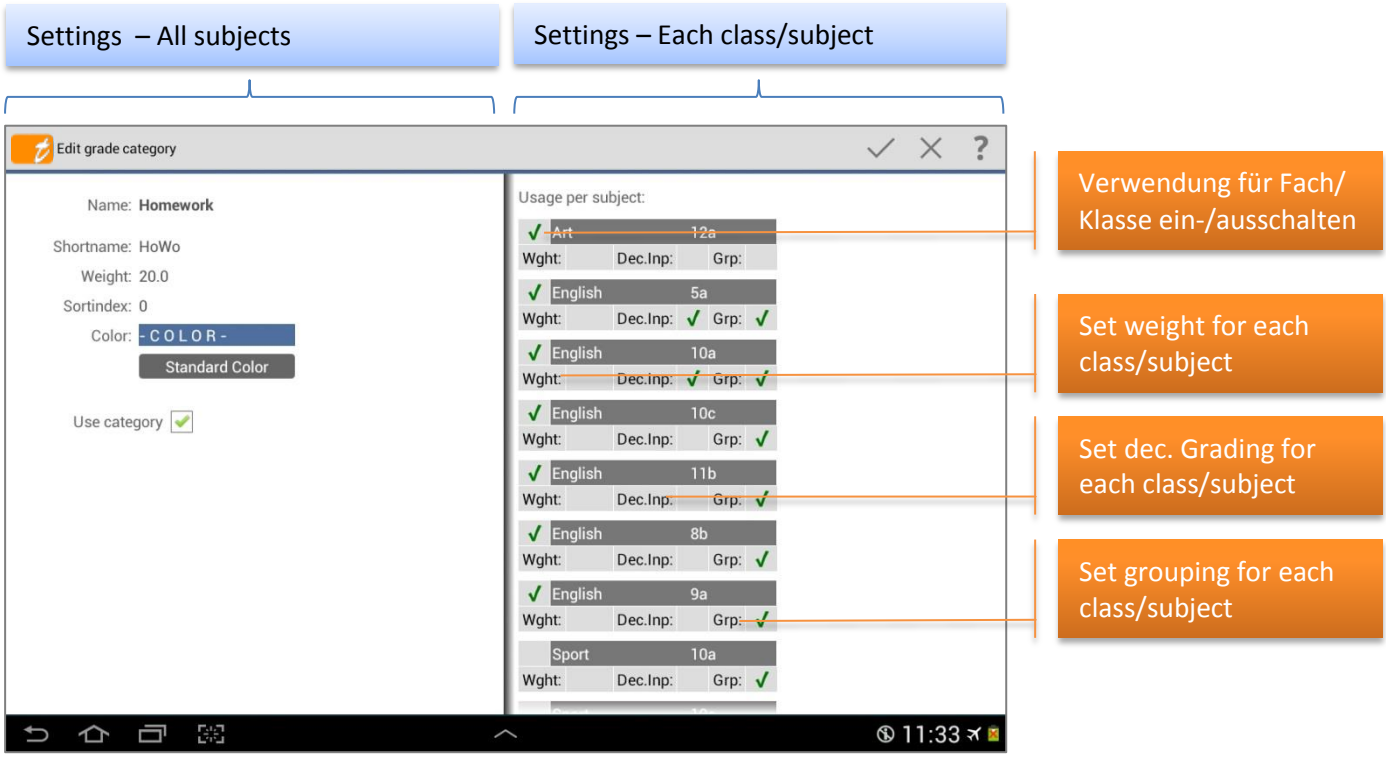
VI. Grading



Create a new main category

There are **64 pre-defined main categories** available, which can simply be renamed, edited or activated with a short tap on a main category.

It is not possible to define new main categories.



→ Entry fields: Settings for all classes

Apart from the name, a short description, and a color selection, it is also possible to define a weighting ((for all classes) for this grading category.

Furthermore, it is possible to define an arbitrary order for the categories via the sort index. The categories will be displayed in the class overview / student overview in the chosen order, too.

→ Entry fields „Usage per subject“: Settings for single classes and subjects:

In this area settings for each subject and class can be made.

The **first** ✓ next to the subject/ the class tells you, that this main category is activated for this subject/ this class.

If a **weighting** has been entered for a subject/ a class, this weighting will be considered for the calculation of the final grade in this subject/ this class. Otherwise the entered weighting will be considered for all subjects. For further information about weighting, see: ➲ „Weighting“, page 61.

If an ✓ is set with the „**Decimal grading**“, the decimal grading is activated for this subject/ this class – no longer the chosen grading system for the class (in the class base data)! That means that there will appear a numeric input field instead of the grading dialogue.

Furthermore it can be defined, whether the grades shall be **grouped** for the calculation of the final grade or average grade or not. For further information about grouping, see: ➲ „Grouping“, page 61.

Move a main category

Main categories can be assorted in an arbitrary order with the sort index. The categories will be displayed in the class overview / student overview in the chosen order, too.

Delete a main category

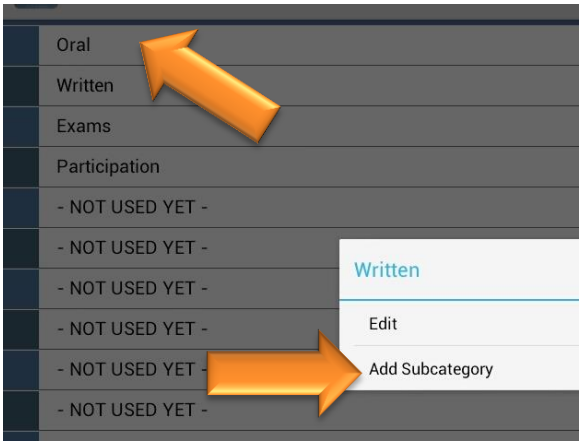
A main category cannot be deleted, but only **deactivated**…

➔ Window Categories of grades: Open the main category with one tap

➔ deactivate Button → **Use category**

Add subcategory

In the **context menu of a main category** (overview Categories of grade: LONG tap on a main category) you'll find the function → **Add Subcategory.**



Then the same dialogue "Edit grading category" with the same entry options will open just like the one that opens for the editing of a main category, see: ➲ „Create a new main category", page 58.

Thereby it becomes possible to add and to define an **arbitrary number** of subcategories to each main category.

Move subcategory

A subcategory can afterwards be assigned to a different main category at any time…

- ➔ Window Grading categories: open subcategory with one tap
- ➔ In the field → **Category** choose a different main category with one tap

This is also possible, after grades were added. They will be deferred as well.

Deactivate/delete subcategory

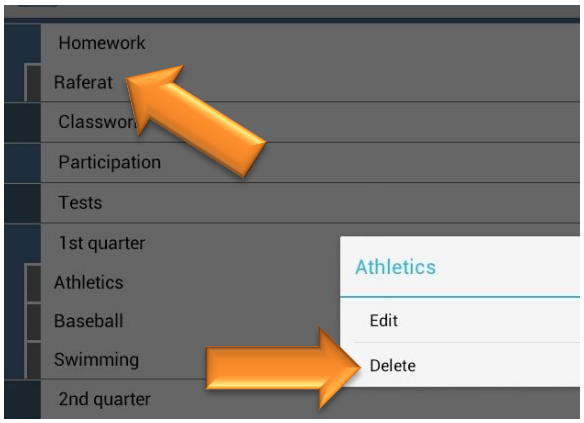
A subcategory can be deactivated and deleted as well.

It may be reasonable to deactivate a category, if grades have been added, which may be needed later on.

- ➔ Window Grading categories: Open main category with one tap
- ➔ Deactivate function → **Use category**

If a subcategory shall be deleted, this is possible from the **context menu of a subcategory**: (Window Categories of grades:

LONG tap on a subcategory, function → **Delete**)



ATTENTION: If a subcategory is deleted, all added grades in this subcategory will be deleted irretrievably (!) as well!

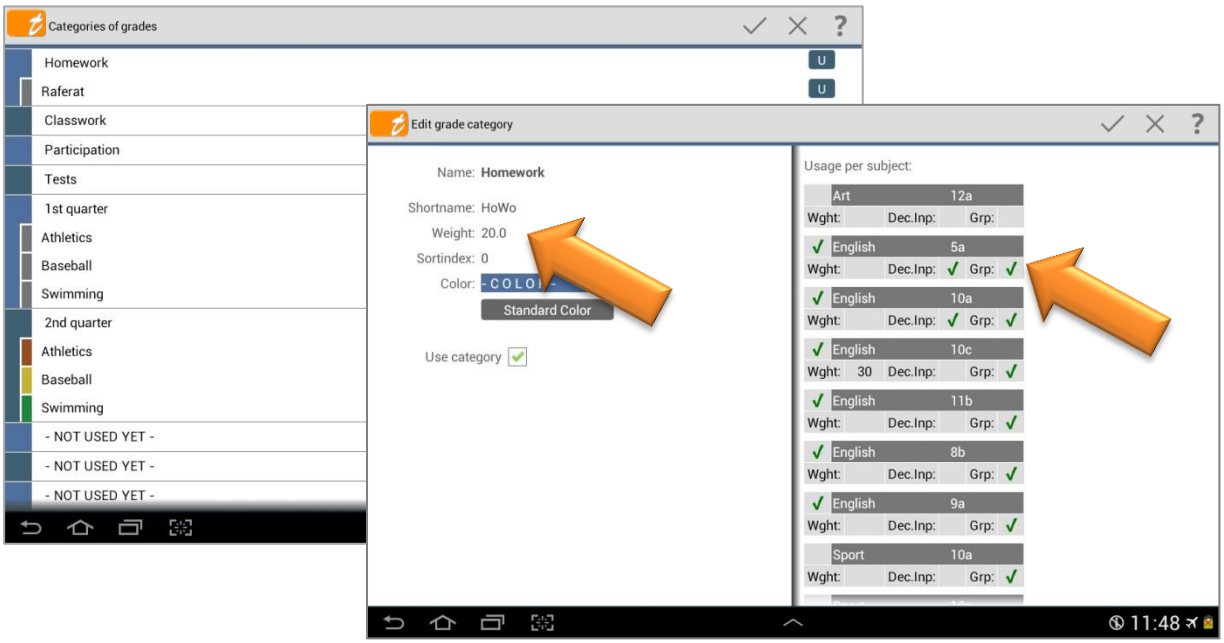
IMPORTANT: Before doing such actions please run a data export of the student entries (Function: → Menu → Data export → Student entries) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please save the export file and the backup file at an external location, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

F. Weighting, Grouping, Rounding, Decimal places

General information

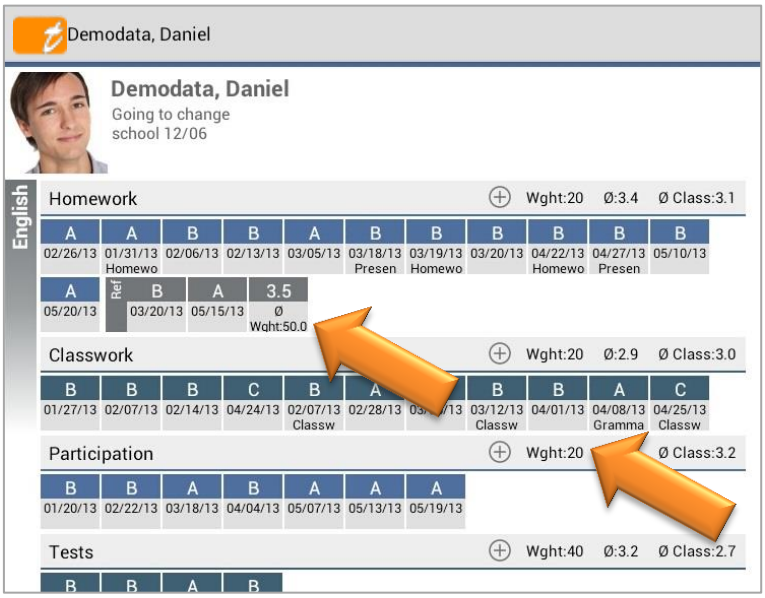
The overview with all grading categories can be opened from the class overview via the → **MENU** → **Categories of grades.**

An own grouping and/or weighting can be defined for each class and each subject in each main category and in each subcategory.



VI. Grading

All set weightings will be displayed in the student overview for information.



As standard the following settings for the calculation of the final grade are preset:

→ **Weighting** in the categories / subcategories: 1

→ **Grouping** in the categories / subcategories: Yes

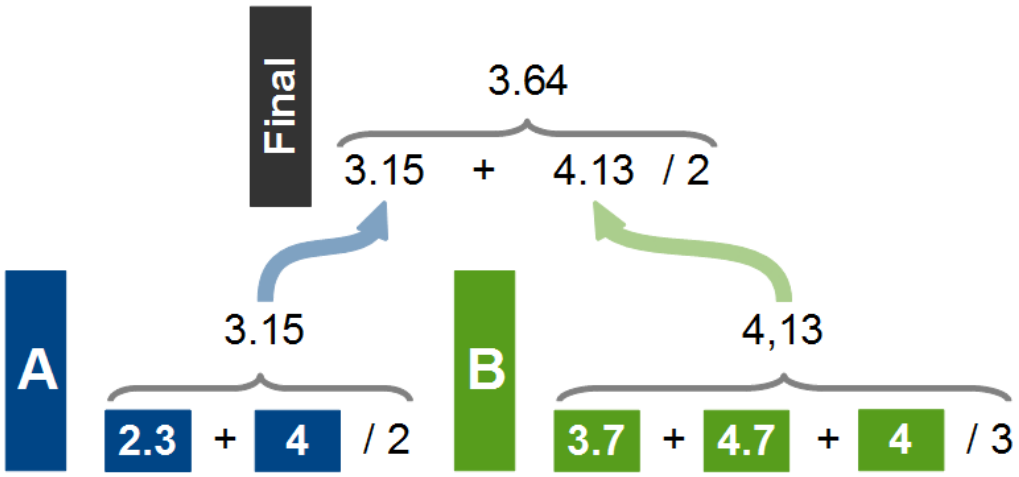
Apart from weighting and grouping, the setting of the rounding and the decimal places are relevant for the calculation of the final grade as well. This can be adjusted in the → **Settings** → **Grading.**

As standard following settings are preset:

→ **Rounding:** rounded to two decimals

→ **Decimal places:** 2

With the settings the following calculation method will be used for the determination of the final grade:



In this example are **two grading categories**: **A** and **B**

In the **grading category A** two grades have been entered: **2.3** and **4.0**

In the **grading category B** three grades have been entered: **3.7** and **4.7** and **4.0**

Weights for individual grades

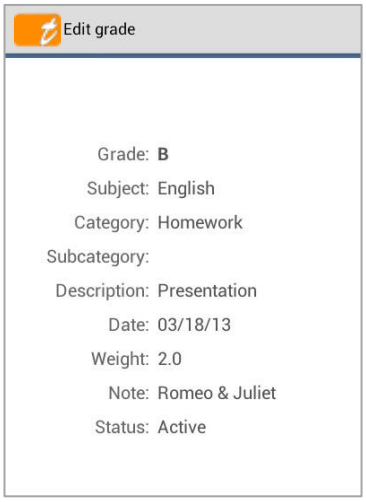
With the **weighting** it can be specified, with which factor a grade, respectively a category is considered in the calculation of the grade average, respectively the final grade.

If a single grade shall be weighted doubly, there has to be entered a weighting of 2 when entering the grade.

This is possible with the **creation of a single grade** (Class overview: tap on a grading field) as well as with the serial input.

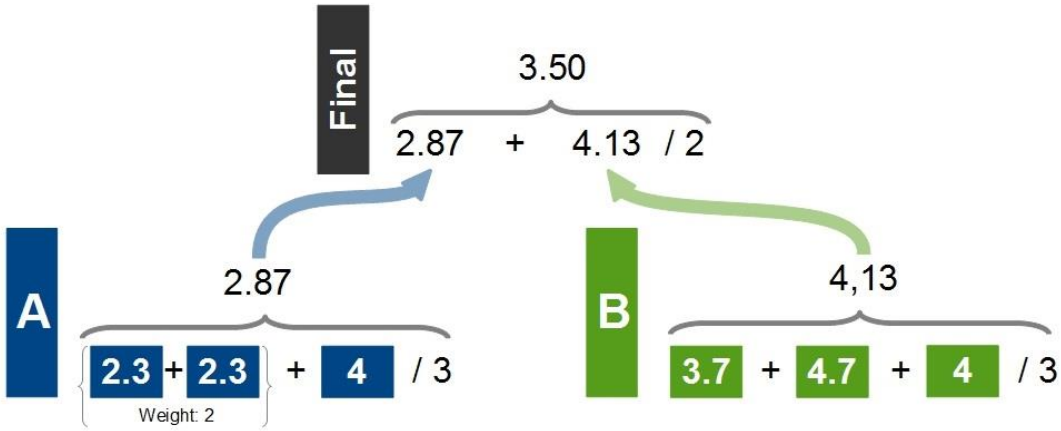
EXAMPLE: → oral grade "2.3" – a presentation shall be considered doubly in the calculation of the oral average grade.

This weighting with the value "2" is entered directly with the grade input.



VI. Grading

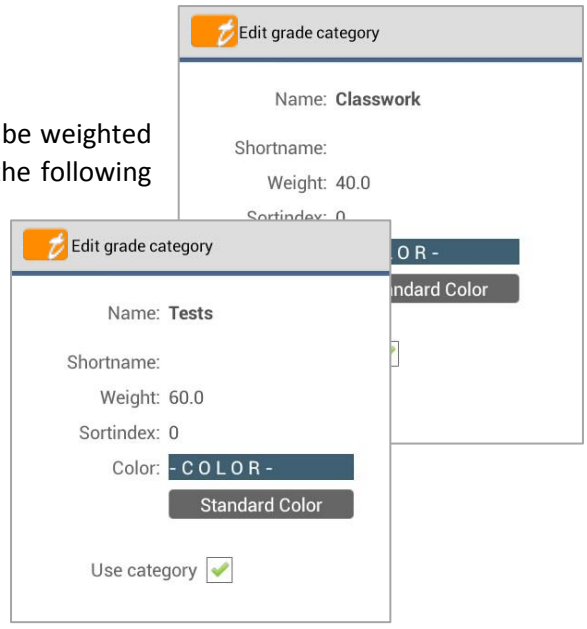
With these settings the following calculation method will be used for the determination of the final grade:



Weights for grading categories

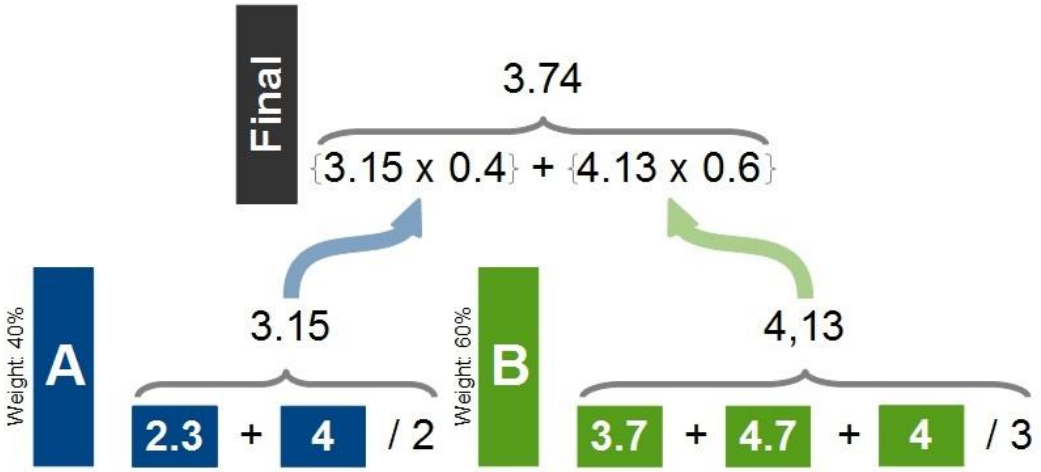
The categories are always weighted against each other (main category against main category, subcategory against subcategory). For that reason only the relation between the weights is of importance.

If, for instance the categories Classwork/ Tests shall be weighted in the relation 40% to 60%, this can be done with the following weights:



➔ Classwork = 40 / Tests = 60 or
➔ Classwork = 4 / Tests = 6 or
➔ Classwork = 0.4 / Tests = 0.6 or
➔ Classwork = 8 / Tests = 12 ...

The result will be always the same, as the relation between the weights is always the same.



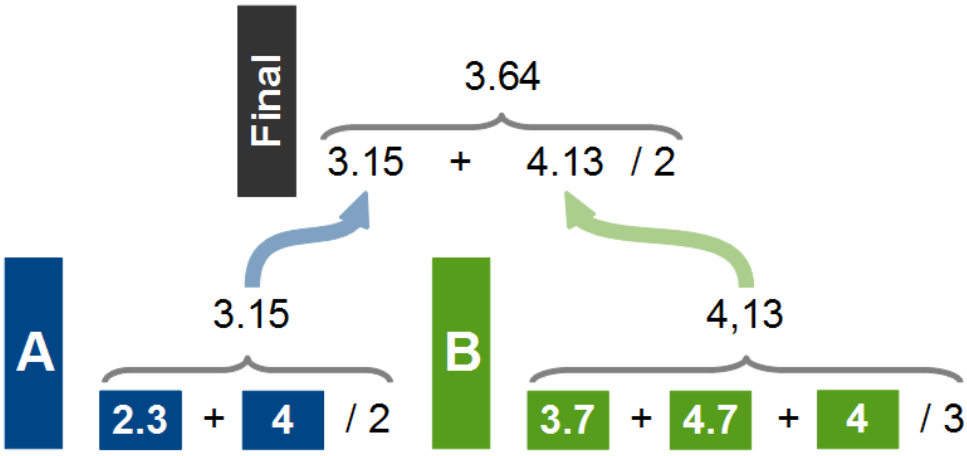
So, if there are e.g. to main categories activated and there have no weights been entered, the average grades of both categories will be considered with 50% each for the calculation of the final grade (as the standard weight is 1).

If there are three main categories without weight, each one would be considered with 33, 33%.

Grouping

In a **grouping** different grades are summarized for the calculation of an average value. Bei einer **Gruppierung** werden Noten für die Errechnung eines Durchschnittwertes zusammengefasst. With this average value (not with the single grades) the final grade will then be calculated.

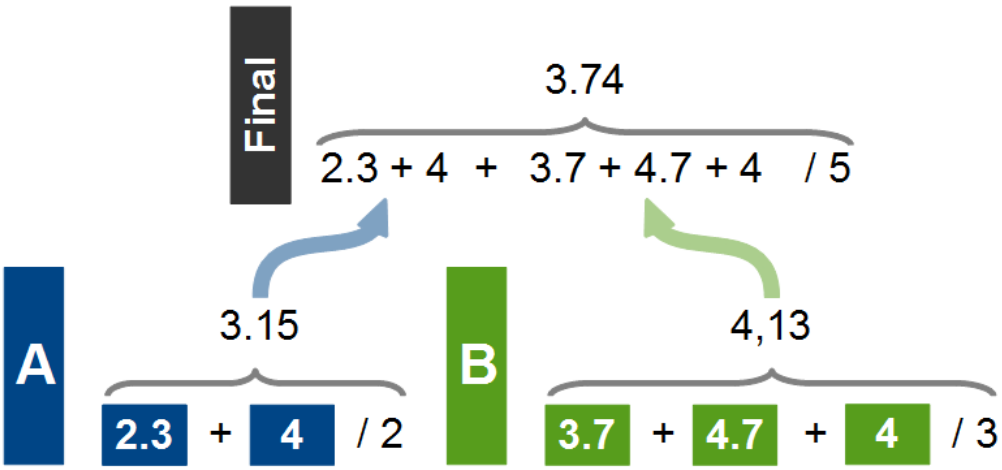
If the **grouping is activated**, an average grade will be determined for each grading category and the final grade will be calculated from the simple **average of the average grades**.



If the **grouping is deactivated**, average grades will still be calculated, but only for informative purposes.

VI. Grading

Without grouping each grade of a category will be considered separately (instead of the averages of the main categories). Accordingly, the grades of a subcategory would be considered as if they were entered in the main category (that means: Instead of the subcategories the grades will be considered separately in the main category).



Rounding

The rounding specifies how the single average grades and final grades shall be rounded. This can be adjusted via → Menu → Settings → **Grading.**

- ➔ Rounded 0 digits
- ➔ Unrounded 0 digits
- ➔ Rounded 1 digits
- ➔ Unrounded 1 digits
- ➔ Rounded 2 digits
- ➔ Unrounded 2 digits
- ➔ Round to nearest grade
- ➔ Round up 1 digit
- ➔ Round up 2 digit
- ➔ None, round output only

Decimal places

Following decimal digits can be defined for the calculation of single average grades and final grades:

- ➔ 0 decimal digits
- ➔ 1 decimal digit
- ➔ 2 decimal digits

These can be defined via → Menu → Settings → **Number of decimal digits**.

VII. Entries

A. Student entries (e.g. Absence)

Student entries: General information

The entries are designated for the entry of (permanent) information about the grading of students.

Absences, forgotten homework, good participation… these are examples for student entries.

NOTE: (Actually) the checklists are not designated for that – they are for coherent / temporary information, e.g. money for class trips, showing signatures, registrations, etc.

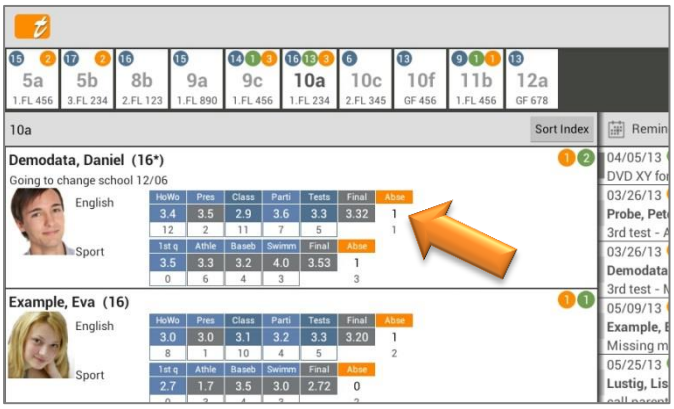
Student entries can be displayed as a sum in the class overview. Detailed information about each entry can be found in the student overview.

As standard these student entries are pre-defined, but can be renamed and / or extended arbitrarily, see:
➲ "add new entry type", page 79.

Displaying student entries in the class list

Open, respectively unexcused student entries can be displayed directly in the class overview.

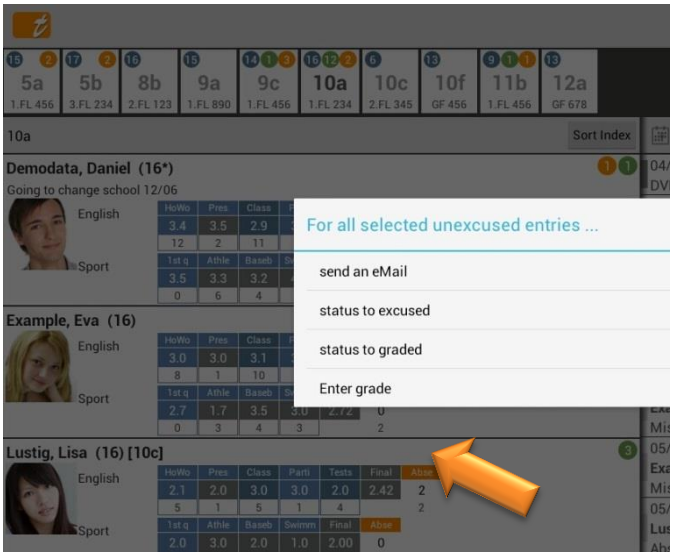
Which open, respectively unexcused entries and the number from which they shall be displayed, hast o be determined via → Menu → **student entry types**, see: ➲ „Add a new entry TYPE", page 79.



VII. Entries

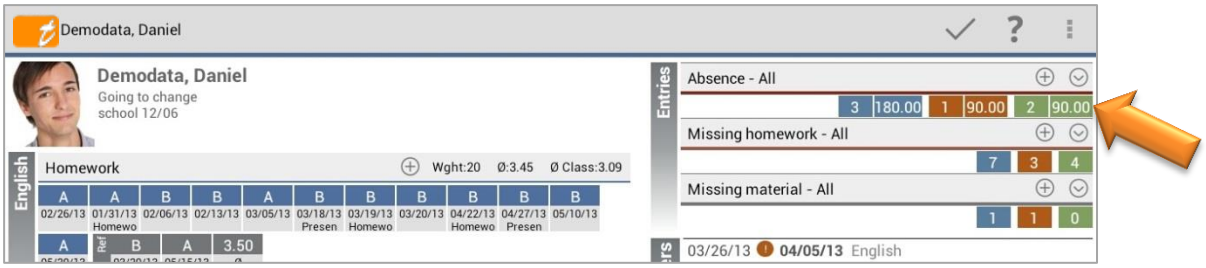
With a LONG tap on an entry field the entry context menu will open with the following functions:

- ➔ Send an eMail
- ➔ Status to excused
- ➔ Status to graded
- ➔ Enter grade



Student entries in the student overview

All added entries will be displayed in the student overview, sorted by entry types and subject. As standard it is preset, that at first **all entry types** are only displayed **in the title bar**.



Each entry type has a **title bar** that displays the sum of all added entries:

- ➔ 1. blue field → Number of all **added** entries
- ➔ 2. blue field → Sum of all values of all entered entries

- ➔ 1. red field → Number of all **open, respectively unexcused** entries
- ➔ 2. red field → Sum of all values of all open, respectively unexcused entries

- ➔ 1. green field → Number of all excused entries
- ➔ 2. green field → Sum of all values of all excused entries

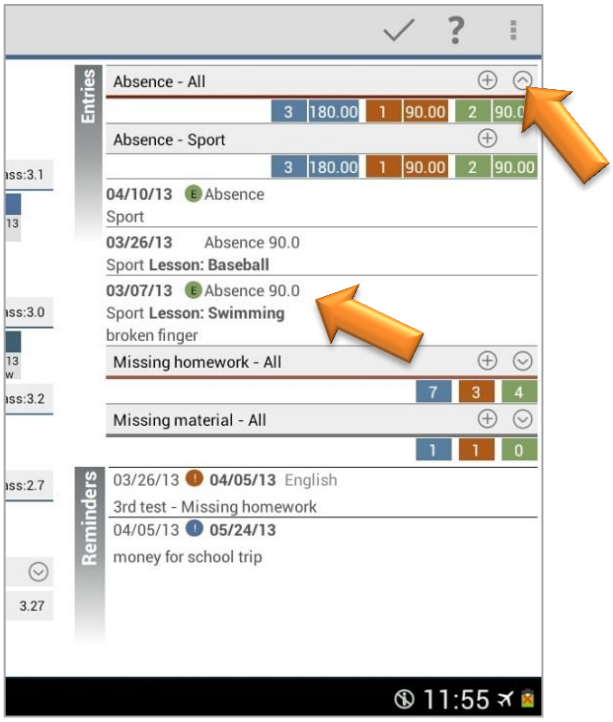
Which field are displayed here, depends on what has been pre-defined in the settings (excused/cleared or value input) of an entry type (→ Menu → **Student entry types**), see: ➲ „Add a new entry TYPE“, page 79.

VII. Entries

One tap on the **title bar** will open a detailed view of all entries – sorted by subjects.

Here all entries are displayed with detailed information about all entries.

A green point with an "E" shows, which entries are excused, respectively done.



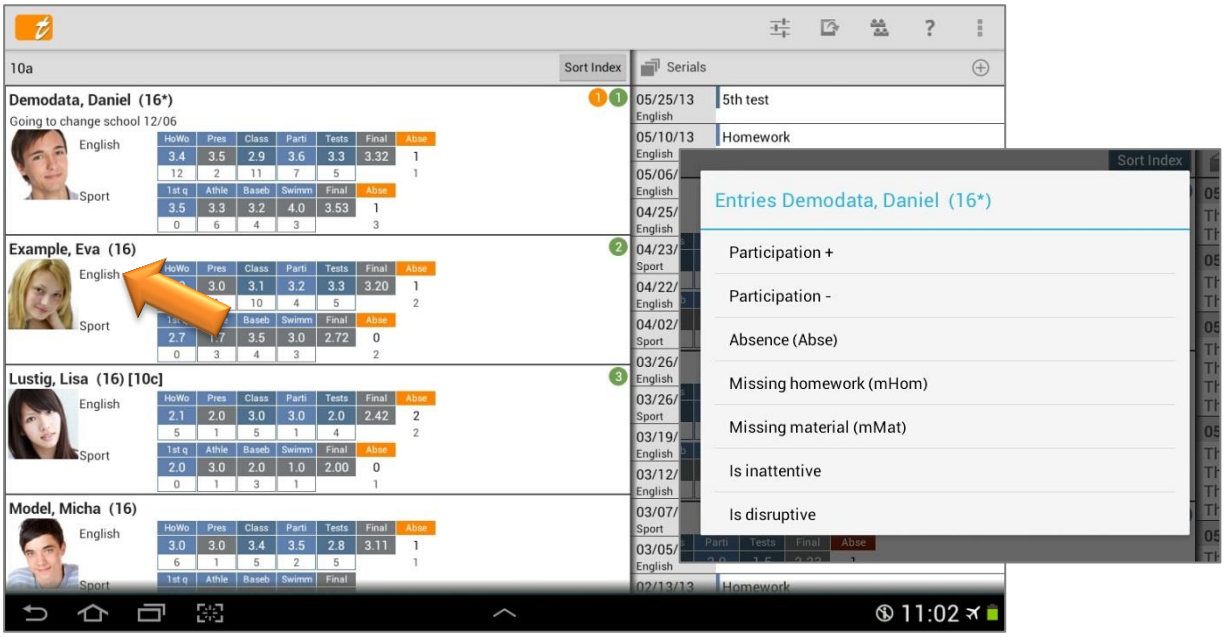
If there shall not only the title bar be displayed, but all detailed information about all entries as well **when opening the student overview**, this can be set.

In the student overview the function → **Auto-Expand entries** can be activated via the button **Menu → student overview**.

Furthermore, it can be determined, that only entry types are displayed, in which entries have been added. Therefore it is necessary to deactivate the function → **Show empty entry types**.

Create a single student entry

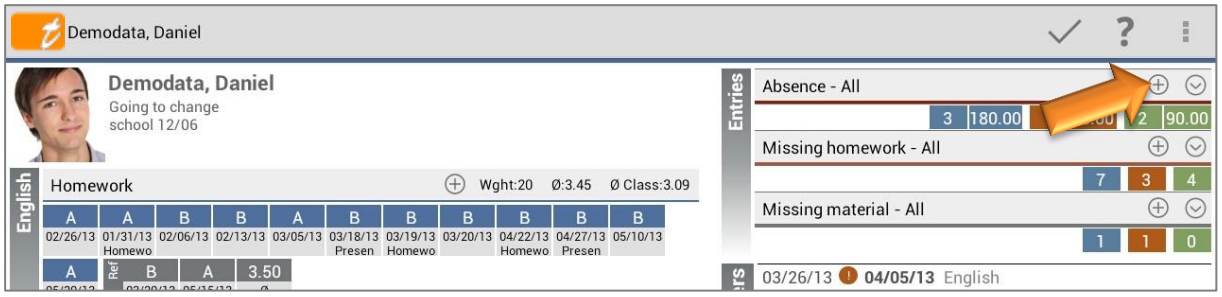
A student entry for a **single student** can be generated quickly and simply from the **class overview**.



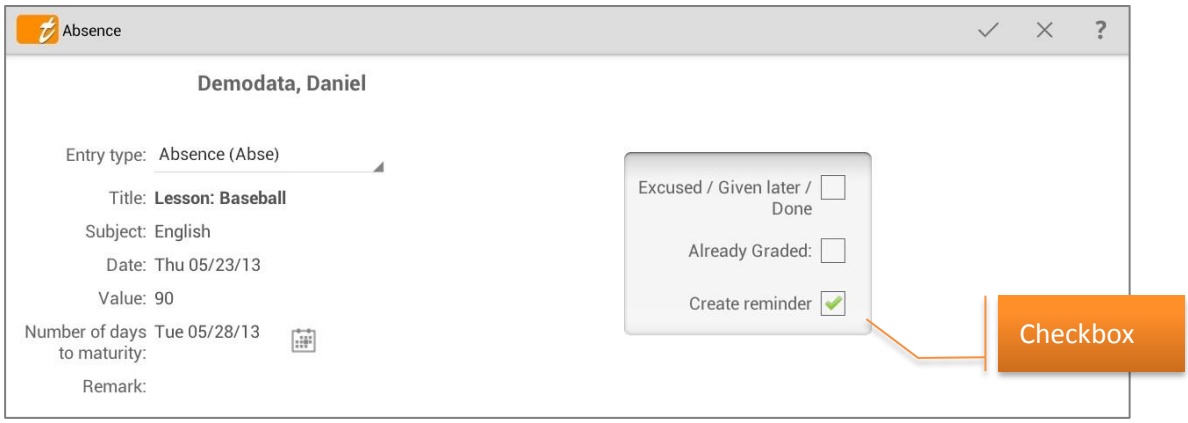
With a **LONG tap on a subject** this dialogue with all created entry types will open. If an entry type is chosen then, the entry window will open.

VII. Entries

It is also possible to create a new entry from the student overview.



With one tap on the „+“-button the entry window of the chosen entry type will open …



… in which further details **can** be added:

- ➔ (Entry-)Title
- ➔ Subject → with a single tap the set subject can still be edited here
- ➔ Date → The creation date can be changed via a single tap, as well
- ➔ End Date → optional,
  if this has been activated in the settings
- ➔ Value → optional,
  if this has been activated in the settings
- ➔ (Entry-)Remark

The contents of the checkbox and the optional entry possibilities (e.g. end date) have to be defined via → **MENU** → **Entrytypes Classes**, see: ➲ „Add a new entry TYPE“, page 79.

With the button ☑ the changes will be saved and with the button ☒ the input will be cancelled without saving.

VII. Entries

Add student entries for a whole class

If entries, e.g. “absences” or “missing homework” shall be added for **a whole class**, it is reasonable to do that via the serial input.

Therefore, just open a new serial input:

➔ Class overview /List view: Serial input → button „ **+** “

For detailed information about the serial input and the serial input overviews, see: ➲ „The Serial Input“, page 42.

In order to add entries with the serial input, a subject has to be defined first. For a better overview it is recommended to enter a description (but this isn’t obligatory). It is also reasonable to enter a value and – in case reminders shall be created – a due-date as well.

If only entries shall be added, it is reasonable to change to the view “**Show: Entries only**“ via one tap on the button → “**Show: ….“**

This way only the entry field for all pupils will be displayed. They are directly next to the student’s name with their defined colors and their given short descriptions.

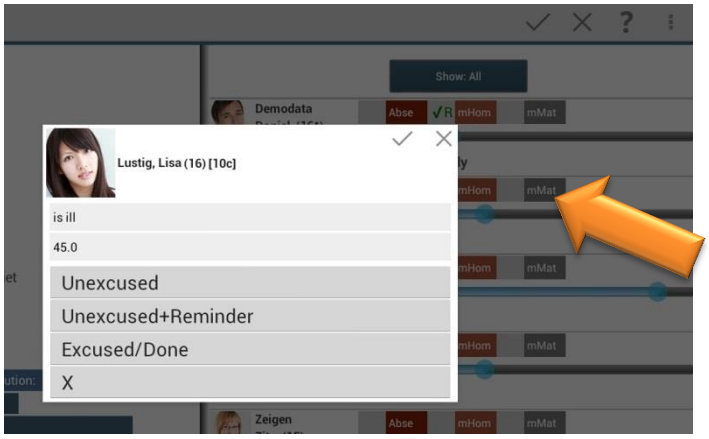
Which entries are displayed in the serial input and thereby can be chosen, has to be determined in the settings of the student entry type, see: ➲ „Add new student entry type“, page 79.

With one tap directly on an entry field the entry dialogue will open.

VII. Entries

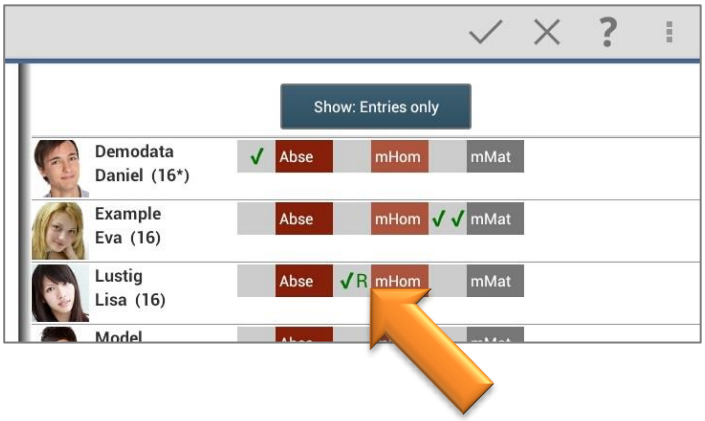
Here it is possible to enter a description (here: “is ill”) and a value (here: “45 minutes”) separately for each entry and it can be determined if the entry shall be added as

- ➔ Unexcused,
- ➔ Unexcused + Reminder or as
- ➔ Excused/ done



If there is NO information entered about the description and / or about the value in the entry dialogue, these will be taken over from the “general settings” of this serial input.

Entries can also be generated with different taps on the grey entry fields:



The following settings can be made with all entry fields:

1x Tap	✔	Entry is created
2x Tap	✔R	Entry and reminder are created
3x Tap	✔✔	EXCUSED entry is created
4x Tap		All settings are deleted

With the button ☑ the changes will be saved and with the button ☒ the input will be cancelled without saving.

VII. Entries

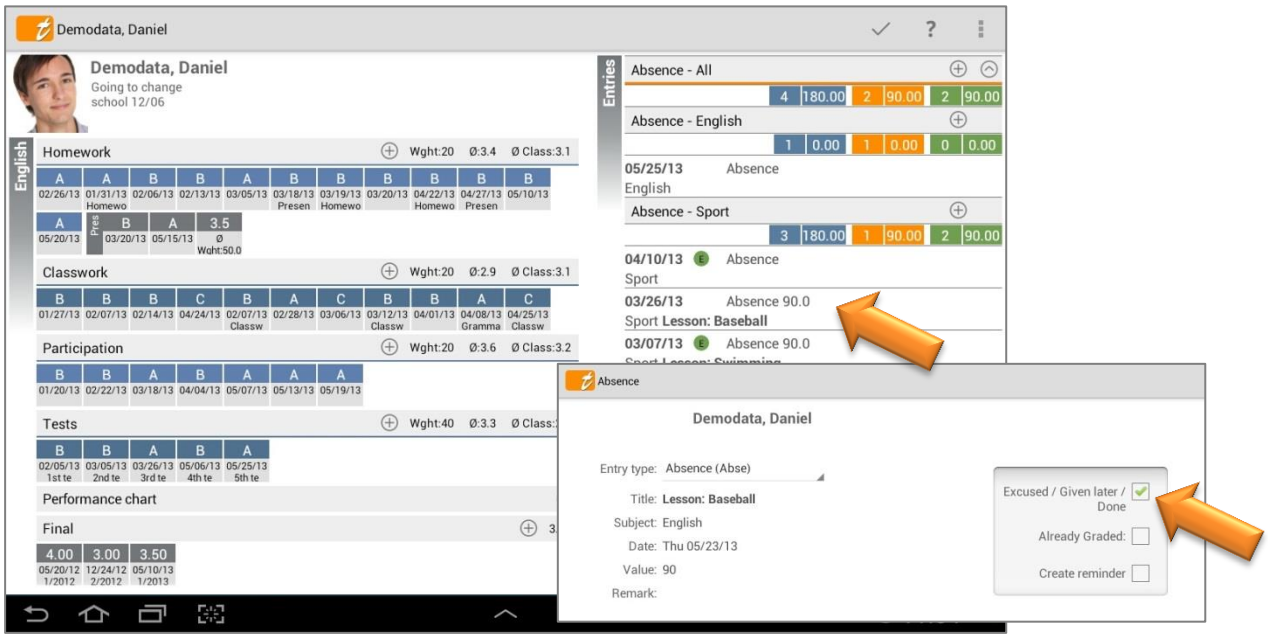
Setting a student entry to excused/done

If, for instance, excuses for absences are handed in or missing homework is handed in later, the related entries shall be changed to **excused/handed in later/done**.

There are four different ways of doing that:

a) Student overview

Open an entry with a single tap from the student overview and activate, respectively tick off the field **excused/handed in later/done** in the checkbox.



b) Delete (entry-)reminder

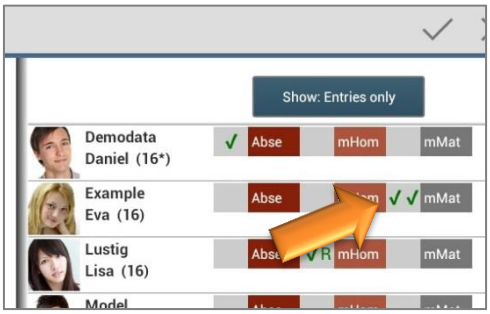
If entry reminders are deleted from the reminder overview or directly from the student overview, it will be requested if the related entry shall be changed to **excused/handed in later/done**.

For further information about reminders and the reminder overview, see:
➲ „Reminder“, page 88.

c) Serial input

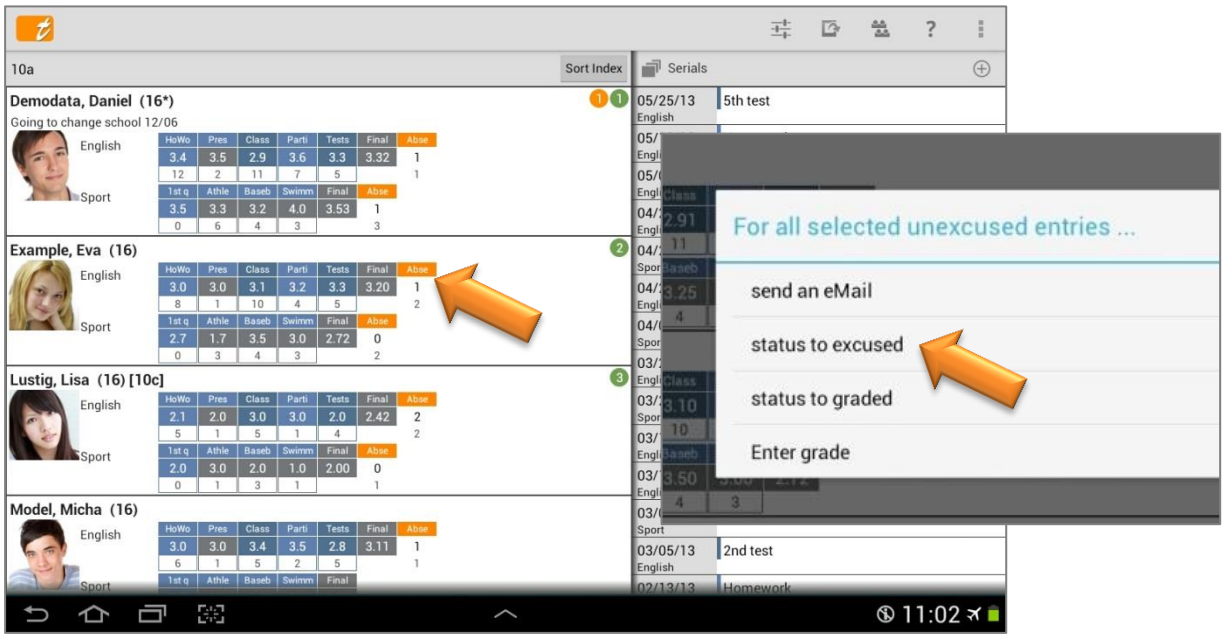
If entries were created via serial inputs, they can be changed to **excused/handed in later/done** afterwards via this function.

For doing that, just open the correlating serial input and the related entry will be changed to excused/handed in later/done with only one tap on it, which becomes→ visible due to two ✓✓.



d) Class overview

If open, respectively uncompleted entries are displayed in the class overview, these can be changed to **excused/handed in later/done** here, but it is only possible to change ALL OF THEM at the same time.

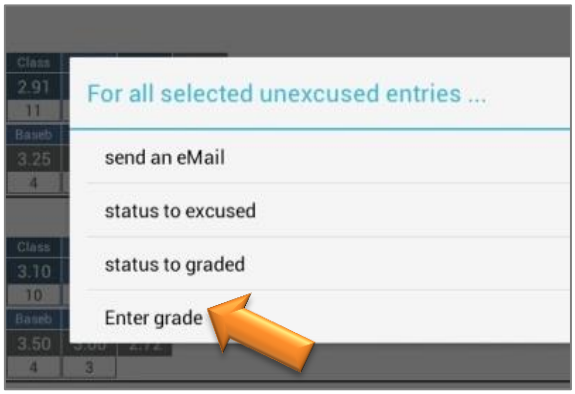


With a LONG tap on the entry display the **entry context menu** will open and via the function → **status to excused** all displayed entries will be changed to **excused/handed in later/done**.

Enter grades for student entries

It is possible to grade entries quickly and easily, e.g. → grade x for 3 times forgotten homework.

Therefore the relevant entries e.g. forgotten homework shall be displayed in the class overview, see: ➲ „Add a new entry TYPE“, page 79.



VII. Entries

With a LONG tap on the entry field in the class overview the **entry context menu** will open. The grading window can be opened via the function → **Enter grade**. Only one grade can be selected.

All related entry data will be adapted to the grading window.

- ➔ Subject
- ➔ Category/subcategory: still needs to be entered
- ➔ Description: e.g. missing homework
- ➔ Date: date of the grading
- ➔ Weighting: can be added optionally
- ➔ Note: The entry data are adopted here (date including existing values)

With the button ☑ the changes will be saved and with the button ☒ the grade input will be cancelled without saving. After that the class overview will open again.

The graded entry/entries should then be marked as “graded“.

With a LONG tap on the entry field the **entry context menu** will open again. Via the function → **status to graded** the related entries will be adapted and the entry field in the class overview will disappear (as there are no entries of this entry type open anymore, e.g. missing homework).

In the student overview there are now the entered grades and the entries are marked with a green point with an “E”, which means completed.

Send eMails to entries

PRIVACY PROTECTION: For reasons of data privacy ***TAP****UCATE* does not send emails itself! For that reason ***TAP****UCATE* needs external email apps for sending emails and each mail has to be confirmed by the user.

Naturally, the generated email data are unencrypted! For sending them, it is essential to use an email encrypting system (OpenPGP or S/MIME)! Email apps that are applicable are also available for Android™ (e.g. K9-email in conjunction with APG)! Apart from that, for sending personal data it needs the consent of those affected!

So ***TAP****UCATE* will send the email data in a standardized format to the responsible (user-defined) app. Unfortunately, not all email apps do interpret the received data correctly. It is very unfortunate that just an Android™ standard email app is among them. Up to now we haven’t solved that problem.

That means: If your email app is not compatible, you will probably have to use a different one for ***TAP****UCATE*. Two apps that will work (depending on the version) are Google Mail™ and K9-eMail. Especially K9-eMail is recommendable, as it is a good, free open-source software, that supports the email encryption.

In the event of email problems, please install the app K9-eMail or the app Google Mail™ and always choose that one for sending emails from ***TAP****UCATE*.

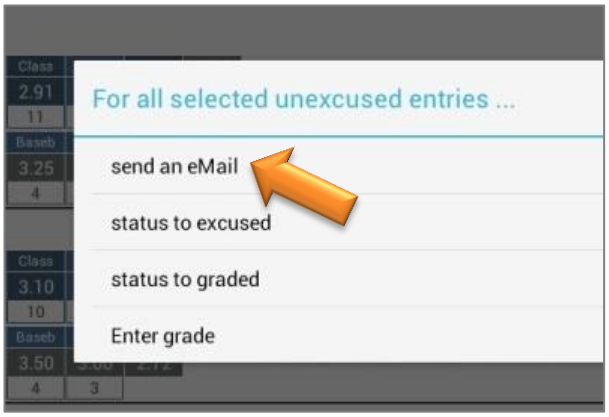
VII. Entries

It is possible to inform the student's contact persons, e.g. the parents easily **about entries**, for example absences, delays or missing homework **via email**.

Therefore email addresses must have been entered in the student base data, see: ➲ „Add a new student“, page 25.

a) Open/due entries ... class list

If uncompleted / unexcused entries are displayed here, an info email can be sent from the **entry context menu** (LONG tap on the open entry) with the function→ **send an email**.



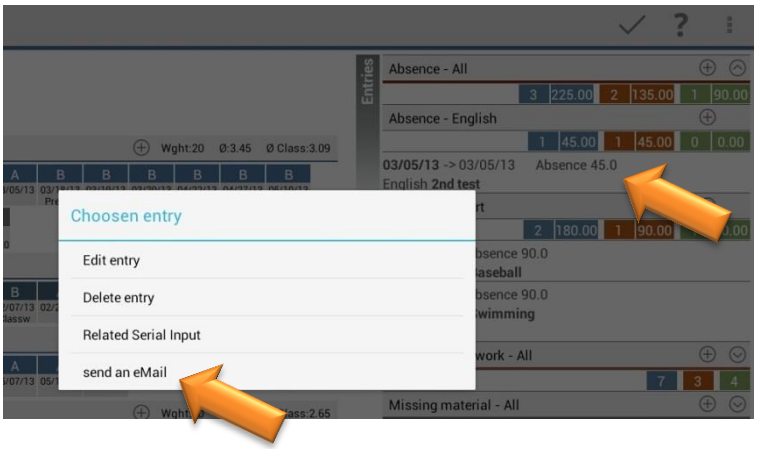
The number and the type of the entries will be transmitted without further details, e.g. Student had 3 unexcused absences.

Furthermore it is possible to pre-define a standard text (→ **MENU** → **Student entry types**), which can be adapted manually afterwards. For further information for the setup of a standard email for the entries, see: ➲ “Add new student entry type“, page 79.

b) Single entry details ... student overview

From the student overview single entries with all details can be sent as info-email.

With a LONG tap on an entry an info-email about this entry can be sent via the function → send an email.



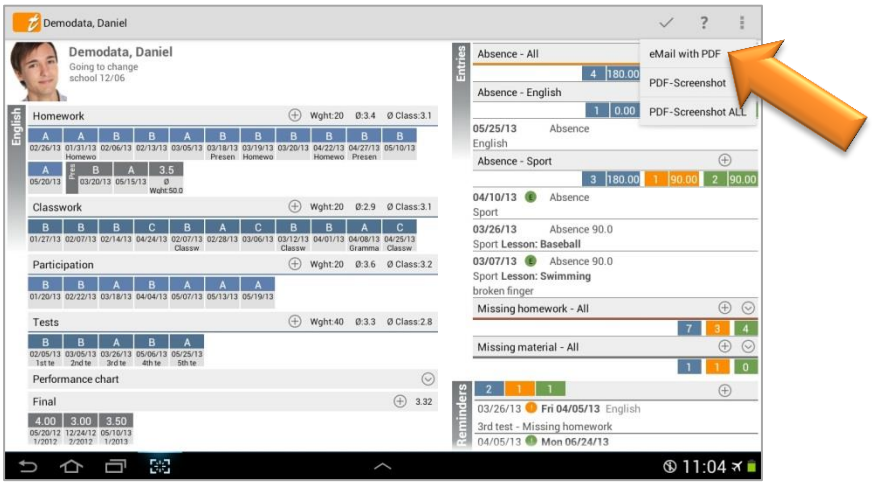
Here, too, it is possible to pre-define a standard text (→ **MENU** → **Student entry types**), which can be adapted manually afterwards. For further information for the setup of a standard email for the entries, see: ➲ “Add new student entry type“, page 79.

VII. Entries

c) All entries with a PDF-Screenshot … student overview

NOTE REGARDING THE PDF-FUNCTIONS: The PDF-functions are in their introductory phase and may be used for free till the end of the introductory phase. In order to be able to use the PDF-functions after their introductory phase, it will be obligatory to buy a PDF-extension module separately.

The PDF-screenshot of the student overview including all grades and entries can be sent to a contact person via email directly from the student overview via the function →**Menu**→ **email with PDF.**



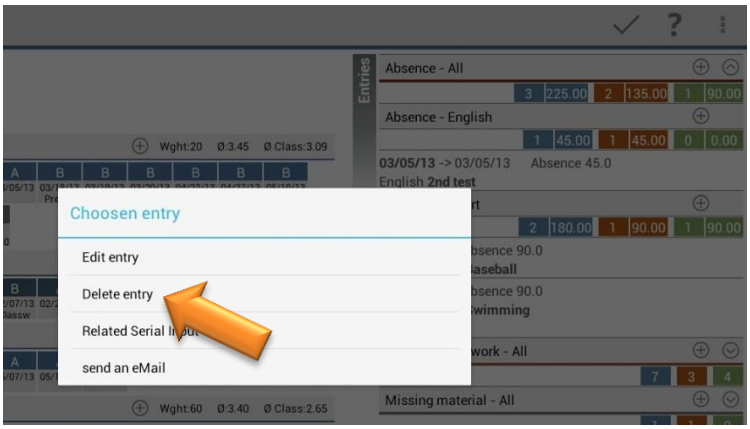
NOTE: If entries shall be displayed in detail in the PDF-screenshot, the function →**auto expand entries** must be activated via →settings →student overview.

Delete student entries

Student entries can be deleted completely at any time.

In the student overview the **entry context menu** can be opened with a LONG tap on an existing student entry.

Via the function → **Delete entry** this entry will be deleted irretrievably.



Print student entries/ Create a PDF-Screenshot

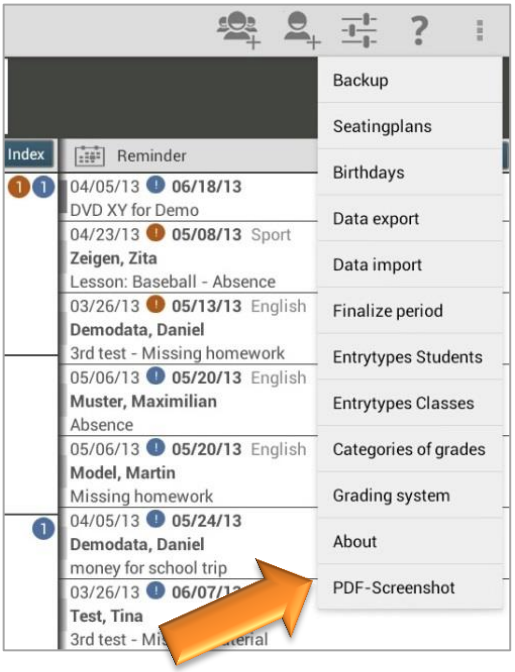
NOTE REGARDING THE PDF-FUNCTIONS: The PDF-functions are in their introductory phase and may be used for free till the end of the introductory phase. In order to be able to use the PDF-functions after their introductory phase, it will be obligatory to buy a PDF-extension module separately.

A student's entries and grades can be printed quickly and easily from the student overview via the function → **PDF-Screenshot**.

VII. Entries

With one tap on the button → **Menu** the context menu will open. A PDF-file of the student overview will be created via the function → **PDF-Screenshot**.

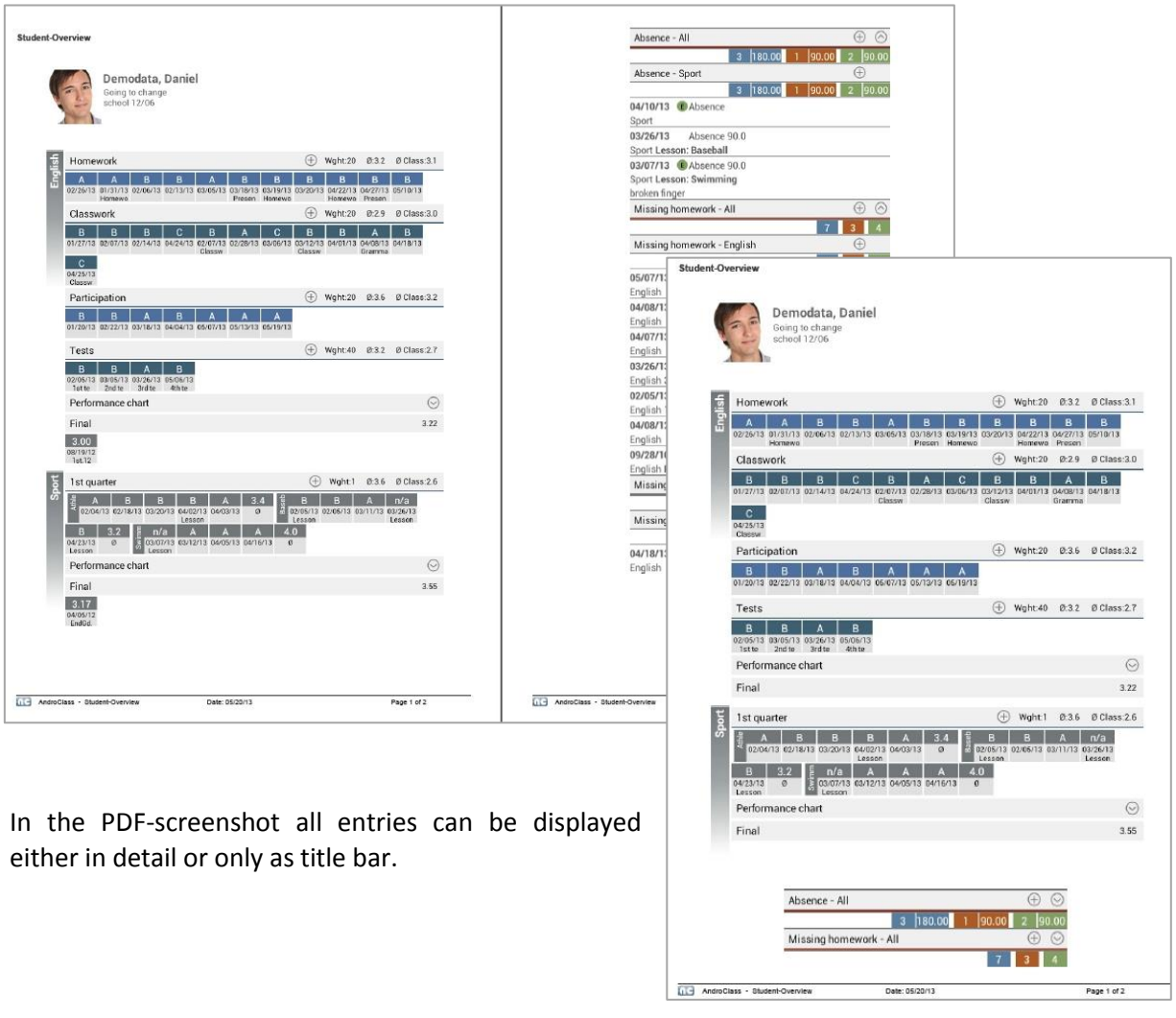
The file "**student_overview_(name)_(date).pdf**" will be saved in the folder → **TAPUCATE/Export**. Depending on the printer it can be printed directly or after copying it to the computer.



NOTE: With some smartphones/tablets the saving of the PDF-file on the SD-card will be "blocked" as soon as the smartphone/tablet is connected with the computer via USB!

For that reason: Please create the PDF-Screenshots first, and connect with the computer and copy the data afterwards.

PDF-DATEI SCHÜLERÜBERSICHT: STUDENT_OVERVIEW_DDEMO_21122012.PDF



In the PDF-screenshot all entries can be displayed either in detail or only as title bar.

This depends on what settings have been made in: → Settings → Student overview → **auto expand entries.**

If this function is activated, all entries will be displayed in detail. If this function is not activated, the entries in the PDF-screenshot will only be displayed with the title bar.

PRIVACY PROTECTION: As standard the created PDF-files are unencrypted.

Via → **Settings** → **Security** a password can be determined and an encryption can be activated. Then you will need a PDF-program that is able to deal with password protection.

Do not send any unencrypted data via the internet! Furthermore, for sending personal data it needs the permission of the people concerned!

For exports: Please save the files for further processing on a safe data carrier and delete them on the mobile device!

Export student entries

All entered student entries can be exported to a spreadsheet program for further processing.

From the class overview the function → **data export** can be started via the menu button.

For further information and descriptions about the export and the following further processing with a spreadsheet program, see: ➲ “Data Export“, page 130.

DATA PROTECTION: The generated CSV-files are naturally unencrypted.

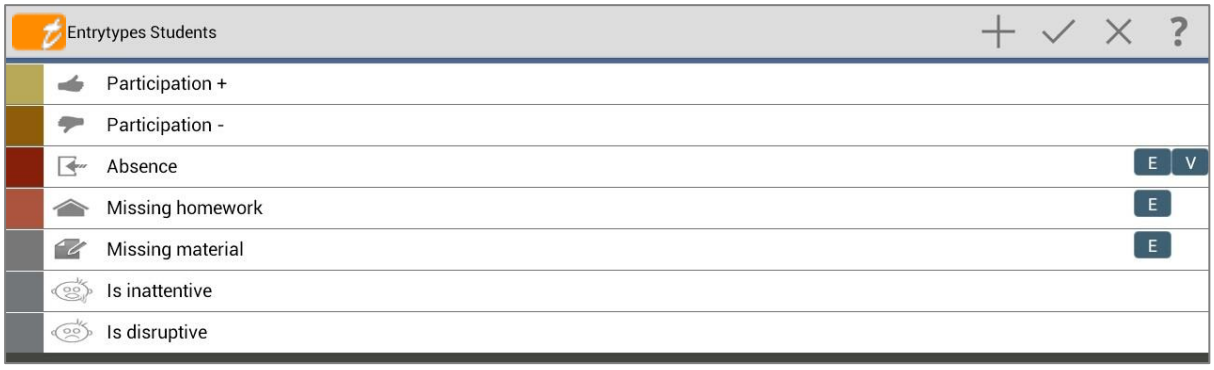
Please save the files for further processing on a safe data carrier and delete them on the mobile device!

Add a new entry TYPE

After a new installation several student entry types are pre-defined as standard, e.g. “absences“ or „missing homework“. Of course they can be adapted and / or supplemented at any time.

Via the → **MENU** → **Student entry types** the overview with all defined student entry types will open.

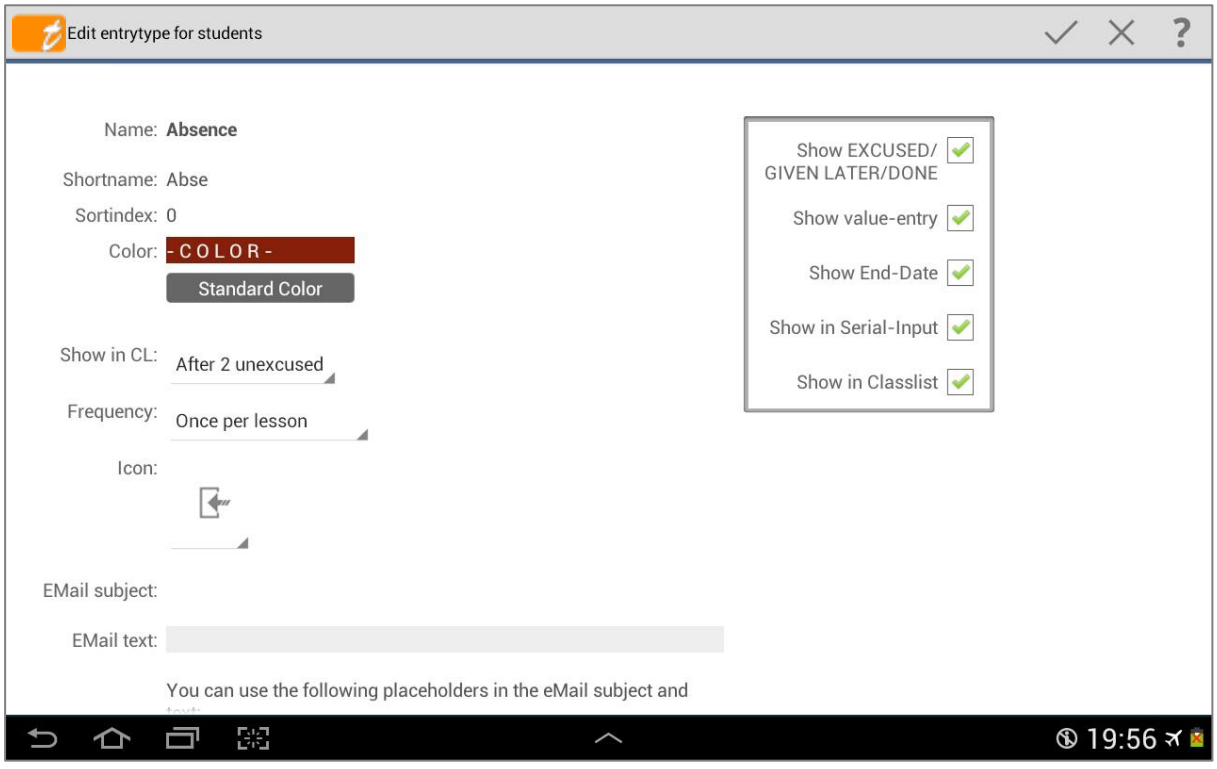
VII. Entries



The blue rectangle with the **“E“** means that the function **excused/handed in later/done** has been activated.

The blue rectangle with the “V“ means, that the entry of a value has been activated.

With the button in the overview of the student entry types it is possible to ad an arbitrary number of new entry types with all functions.



At first an entry **name** has to be entered and ideally a **short description**, as well. Different parts of the program, e.g. the serial input will revert to the short description.

If all entries shall be displayed in a certain order, a **sort index** can be defined here.

It is also possible to select a **color** for this entry.

VII. Entries

If **Show in classlist** is activated in the checkbox, it is reasonable to enter a value/a number in **Show in CL** as well. Following options can be chosen:

➔ Never
➔ After 1 unexcused (Entries)
➔ …
➔ After 6 unexcused (Entries)

Under the item **frequency** it can be determined, how often an entry shall be repeated:

➔ Only „Once per lesson“ or
➔ „Repeatedly per lesson“

The entries with the setting “once per lesson“, e.g. absences, will be displayed in the seating plan (extension app “EP1“) directly in the function selection in the heading line.

The entries with the setting “repeatedly per lesson“, e.g. disturbs lessons will be displayed in the seating plan (extension app “EP1“) in the entry selection menu.

The selected icon is currently mainly used for different functions and views of the seating plan (extension app “EP1“).

With the functions in the checkbox all entries can be differentiated individually.

➔ Is an excuse needed?
➔ Has a value to be entered?
➔ Is it reasonable to enter an end date?
➔ Is this entry being entered with the serial input?
➔ Is this entry information needed in the class list?

With the items **email subject** and **email text** it is possible to enter a standard text for info-emails about entries.

Following space holders are available in order to adapt the standard text individually for a student:

#PFX → Prefix

#SLN → Student-Lastname

#SFN → Student-Firstname

#CLN → Contact-Lastname

#CFN → Contact-Firstname

#ET → Entrytype

#T → Title (only in Student overview)

#R → Remark (only in Student overview)

VII. Entries

#D → Entry-Date (only in Student overview)

#SU → Entry-Subject (only in Student overview)

#V → Entry-Value (only in Student overview)

#SD → Son/Daughter (depends on gender)

#SP → He/she (depends on gender)

#NOA → Number of all entries (same type and subject, only in Student overview)

#NOU → Number of unexcused entries (same type and subject, only in Student overview)

#SOA → Number of values of all entries (same type and subject, only in Student overview)

#SOU → Number of values of unexcused entries (same type and subject, only in Student overview)

Following email …	**… has to be entered like that …**
Hello Mrs. Demo, Your son Daniel didn't attend lessons: 01.07.2012 – English: Absence - 10 min. - bus delay This is for your information. Regards, Klaus Classteacher	Hallo #PFX #CLN, #SD #SFN didn´t attend lesseon: #D - #SU: #ET - #V Minuten - #T This is for your information. Regards, Klaus Classteacher

Edit an entry TYPE

Via the → **MENU**→ **Student entry types** the overview with all defined entry types will be opened.

With an ORDINARY tap on an entry type this will open and can then be changed or edited.

With the button ☑ the changes will be saved and one returns to the overview of the entry types.

Delete an entry TYPE

Via the → **MENU**→ **Student entry types** the overview with all defined entry types will be opened.

With a LONG tap on an entry type a context menu will open and the entry can be deleted via the function → **delete**.

ATTENTION: If an entry type is deleted, all related entries will be deleted as well!

VII. Entries

IMPORTANT: Before doing such actions please run a data export of the student entries (Function: → Menu → Data export → Student entries) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please safe the export file and the backup file at an external place, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

B. Class entries

Class entries: General information

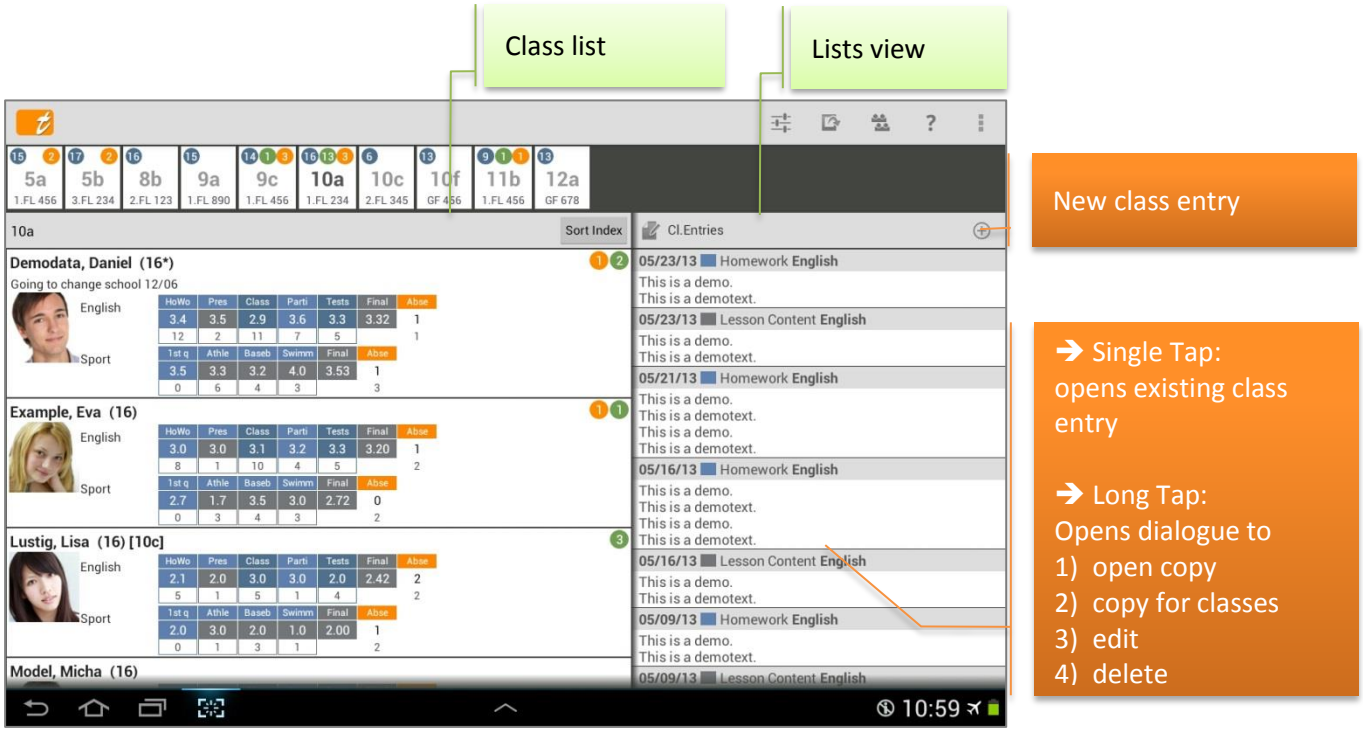
Class entries are entries that can’t be assigned to individual students, but affect the whole class. That might be contents of lessons or homework.

In ***TAP****UCATE* both of these class entries are pre-defined as standard, but can be renamed and/or extended arbitrarily, see: ➲ „Add new class entry type“, page 85.

All entered class entries will be saved in the list area of the class entry overview and can be reopened and edited there at any time.

It is possible to switch between the different lists/overviews with a swipe movement to the left or to the right (or via a tap on the list drop-down menu):

- ➔ **Class entries**
- ➔ Checklists
- ➔ Overview serial inputs
- ➔ Verview reminders

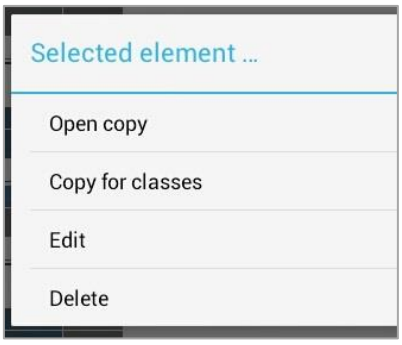


VII. Entries

If many class entries have been entered during a school year and the loading time of these elements is too long (this may be the case with less powerful devices), the number of the class entries that shall be loaded can be reduced, see: ➲ „Settings for the classes overview“, page 13.

All class entries can be reopened and **changed/edited** arbitrarily via a **SHORT tap** on the name.

With a **LONG tap** on a class entry the class entry context menu will open with these functions:



- ➔ Open copy of the selected class entry
- ➔ Copy the selected class entry to different classes
- ➔ Edit class entry
- ➔ Delete class entry

Create a new class entry

With a tap on the button „ **+** “ a new entry can be generated in the class entry overview.

After selecting an entry type, the new entry can be entered. Following information can be entered, but this is not obligatory:

- ➔ Title
- ➔ Subject
- ➔ Date (voreingestellt)
- ➔ Remark

With the button ☑ the changes will be saved and with the button ☒ the input will be cancelled without saving. After that the class overview with all class entries will open again.

Edit a class entry

Class entries can be changed, respectively edited afterwards arbitrarily at any time.

With a normal tap on an existing class entry this will be opened and can be adapted.

With the button ☑ the changes will be saved and with the button ☒ the input will be cancelled without saving. After that the class overview with all class entries will open again.

VII. Entries

Delete a class enty

Class entries can be deleted one by one or collectively at any time.

With a LONG tap on an existing class entry each class entry can be **deleted separately** via the function → **delete.**

If, for instance, **all class entries** shall be deleted at the end of the year, this can be done via the function → **Finalize period** → **Delete entries irretrievably (!).**

For further information about the finalization of a period, see: ➲ „Finalize period“, page 147.

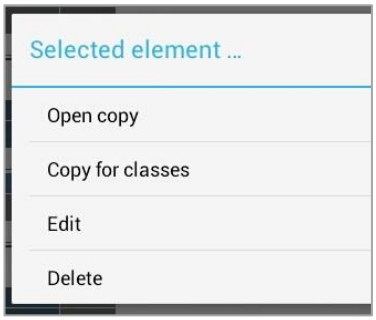
IMPORTANT: Before doing such actions please run a data export of the class entries (Function: → Menu → Data export → class entries) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please safe the export file and the backup file at an external place, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

Create a copy of a class entry

Copies of an existing class entry can be generated from the list view:

In the list view the context menu will open via a LONG tap on a serial input entry and via the function → **Open copy** a copy of the class entry with the current date will open directly.

Via the function → **Copy for classes** it is possible to save a copy of a class entry to selected classes.



Print class entries

It is not yet possible to make a printout of all class entries directly from ***TAP**UCATE*.

But it is possible to export all **class entries as PDF** and to print them via the pc with the function → **Menu** → **Data export.**

For further information about data export, see: ➲ „Data export“, page 130.

PRIVACY PROTECTION: As standard the created PDF-files are unencrypted.

Via → **Settings** → **Security** a password can be determined and an encryption can be activated. Then you will need a PDF-program that is able to deal with password protection.

For exports: Please save the files for further processing on a safe data carrier and delete them on the mobile device!

VII. Entries

Create a new class entry TYPE

After a new installation two class entry types are pre-defined as standard. These are “homework“ and „lesson contents“. Of course they can be adapted and / or supplemented at any time.

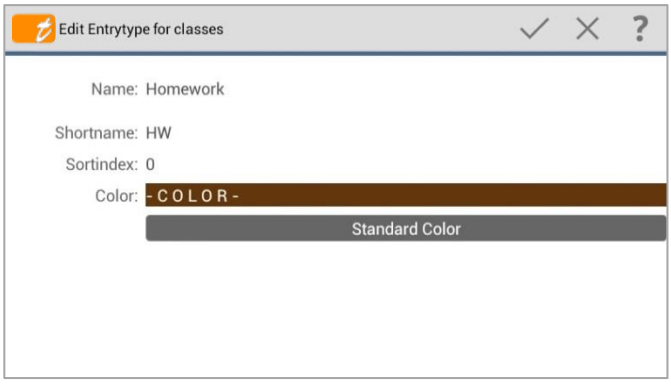
The overview with all defined class entry types can be opened from the class overview via the → **MENU** → **class entry types.**

With a tap on the button a **new class entry type** can be added.

Therefore it is only necessary to enter a name for the class entry.

Furthermore a short name and a color can be assigned.

If the class entries shall have a certain order, this can be adjusted with the sort index.



With the button the changes will be saved and with the button the input will be cancelled without saving. After that the class overview with all class entries will open again.

Edit a class entry TYPE

Existing class entry types can be **renamed /changed** at any time.

Via the → **MENU** → **Class entry types** the overview with all defined class entry types will open.

With a **normal** tap on an entry type this will open and can then be changed, respectively edited.

Via the button the changes will be saved and one returns to the overview of the class entry types.

Delete a class entry TYPE

Via the → **MENU** → **Class entry types** the overview with all defined class entry types will open.

With a LONG tap on an entry type a context menu will open and the entry can be deleted via the function → **delete.**

ATTENTION: If an entry type is deleted, all related entries will be deleted as well!

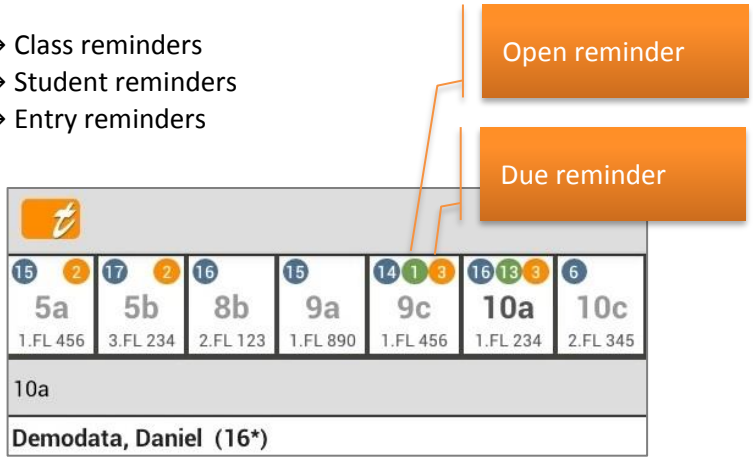
IMPORTANT: Before doing such actions please run a data export of the class entries (Function: → Menu → Data export → class entries) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please safe the export file and the backup file at an external place, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

VIII. Reminder

A. General information

Three different reminder types can be generated:

1. Reminders concerning a class → Class reminders
2. Reminders concerning a student → Student reminders
3. Reminders concerning entries → Entry reminders



The number of all **open/undue reminders** of a class is displayed in the class tile top right in a **blue point**.

The number of all **due reminders** of a class is displayed in the class tile top right in a **red point**.

B. Student reminder

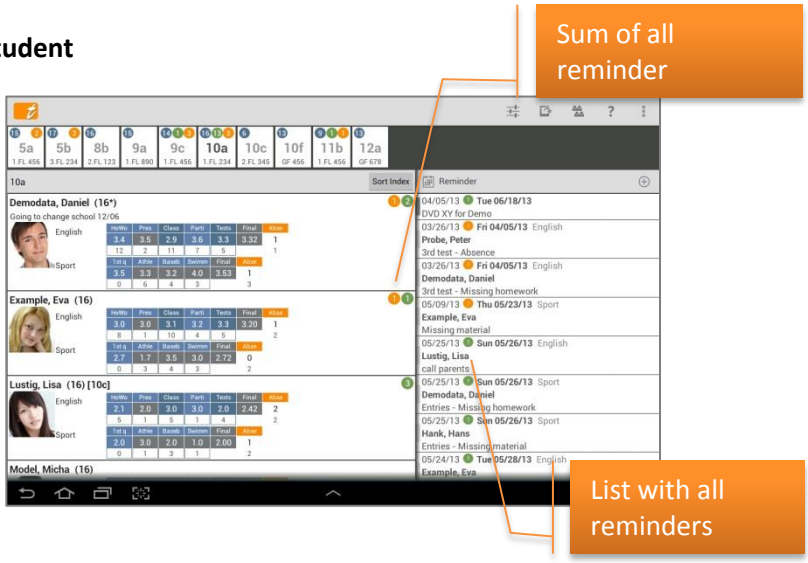
Displaying student reminder

Student reminders are displayed triply:

➔ **as sum in the class overview next to the student**

The number of all **open/undue reminders** of a student is displayed to the right of the grade fields in the class overview in a **blue point**.

The number of all **due reminders** of a student is displayed to the right of the grade fields in the class overview in a **red point**. This diplay is only for informative purposes.



➔ **as a list in the reminder overview**

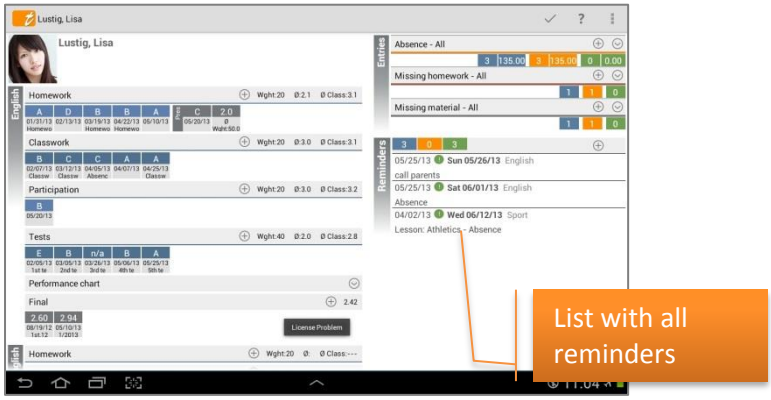
For detailed information about the reminder overview, see: ➲ „Reminder Overview“, page 93.

VIII. Reminder

➔ **as overview in the student overview**

With a swipe movement to the left on a student tile in the class overview the **student overview** of that student will open.

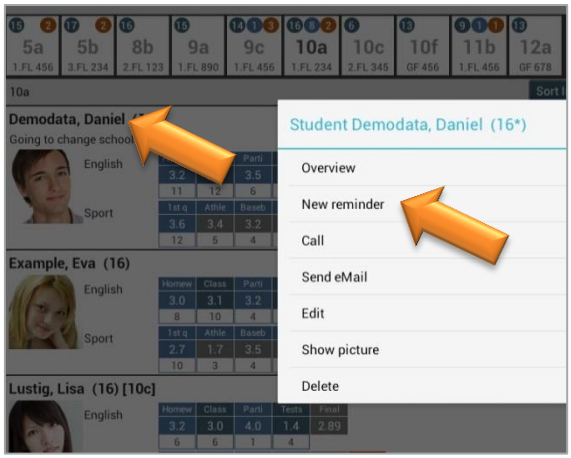
In this student overview there is a list with all open and due reminders concerning that student directly next to the entry display.



The reminders can be edited and / or deleted here with a tap on them as well.

Create a student reminder

Via the **student context menu** (class overview: LONG tap on the student's name/picture) a reminder concerning a student can be added via the function → **New reminder**.



Edit a student reminder

Student reminders can be edited either in the **reminder overview** or in the **student overview**.

With a NORMAL tap on a reminder it will open and can be edited /changed.

With the back-button the changes will be saved and one gets back to the student overview, respectively to the reminder overview.

Delete a student reminder

Student reminders can be deleted **separately** either in the reminder overview or in the student overview.

With a LONG tap on the reminder the reminder context menu will open. The reminder can be deleted via the function → **Delete reminder**.

In a further request the **related reminder** can be changed to **done/excused** in only one step.

If, for instance, **all reminders** shall be deleted collectively at the end of the year, this can be done via the function → **Finalize period** → **Delete reminders irretrievably (!).**

For further information about the finalization of a period, see: ➲ „Finalize period“, page 147.

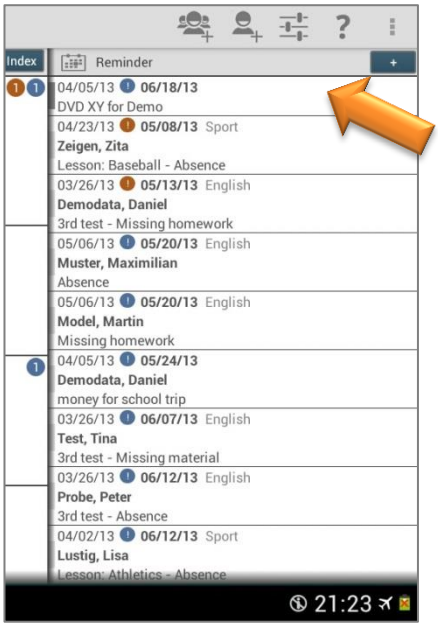
IMPORTANT: Before doing such actions please run a data export of the reminders (Function: → Menu → Data export → reminders) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please safe the export file and the backup file at an external place, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

C. Class reminder

Displaying a class reminder

Class reminders are general reminders concerning a class (without student names) concerning a class and/or a subject.

These are only displayed in the **reminder overview**. For detailed information about that, see: ➲ “Reminder Overview“, page 93.



Create a class reminder

Via the **class context menu** (class overview: LONG tap on the name of the class) a new reminder concerning the class and/or a subject can be added via the function → **New reminder.**

It is also possible to set a new reminder with a tap on the button → “**+**“in the **reminder overview list**.

Edit a class reminder

Class entries can be edited in the reminder overview.

With a NORMAL tap on the reminder it will open and it can then be edited / changed.

With the back-button the changes will be saved and one gets back to the reminder overview.

Delete a class reminder

Class reminders can be deleted in the reminder overview.

With a LONG tap on a reminder the reminder context menu will open. The reminder can be deleted via the function → **Delete reminder.**

In a further request the **related entry** can be changed to **done/excused** in only one step.

If, for instance, **all reminders** (student-and class reminders) shall be deleted collectively at the end of the year, this can be done via the function → **Finalize period** → **Delete reminders irretrievably (!).**

For further information about the finalization of a period, see: ➲ „Finalize period“, page 147.

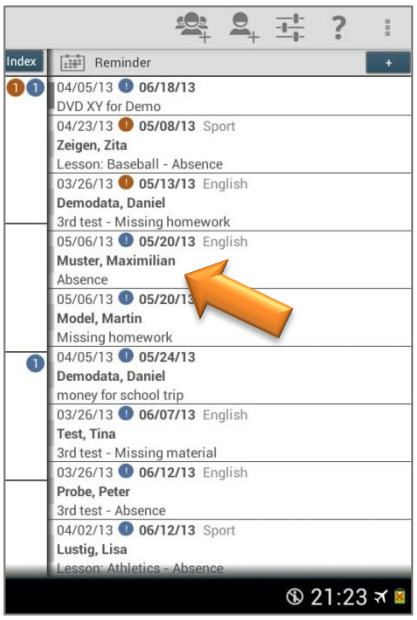
IMPORTANT: Before doing such actions please run a data export of the reminders (Function: → Menu → Data export → reminders) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please safe the export file and the backup file at an external place, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

D. Entry reminder

Displaying a entry reminder

Entry reminders are reminders that have been generated concerning an added student entry.

For that reason the display of the entry reminders is identical with the display of the student reminders, see: ➲ “Student reminder“, page 88.



VIII. Reminder

Create a entry reminder

While entries (absences, missing homework, etc.) are being generated, reminders can be set automatically for each case at the same time.

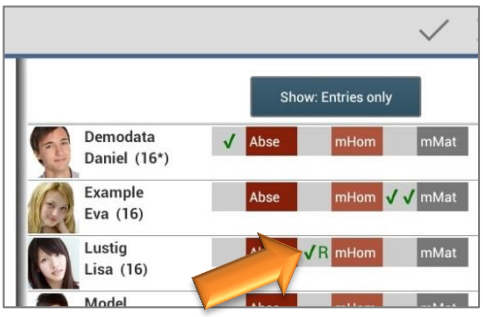
When a single student entry, e.g. absence is being entered, the function → **Create reminder** must be activated in the checkbox.

Optionally it is also possible to enter a maturity period by entering the **number of days to maturity** (otherwise the maturity period will be 1 day).

For detailed information about that, see: ➲ “Create a single student entry”, page 69.

With the function serial input entries and reminders can be generated automatically → **double tap on the entry field.**

For detailed information about that, see: ➲ “Entering grades an entries with the serial input“, page 46.



Edit an entry reminder

Entry reminders are reminders that have been generated concerning an added student entry. For that reason editing the entry reminders is identical to editing the student reminders, see: ➲ “Edit a student reminder“, page 89.

Delete an entry reminder

Entry reminders can be deleted **separately** in the reminder overview as well as in the student overview.

With a LONG tap on a reminder the reminder context menu will open. The reminder can be deleted via the function → **Delete reminder.**

In a further request the **related entry** can be changed to **done/excused** in only one step.

If, for instance, **all reminders** (student-and class reminders) shall be deleted collectively at the end of the year, this can be done via the function → **Finalize period** → **Delete reminders irretrievably (!).**

For further information about the finalization of a period, see: ➲ „Finalize period“, page 147.

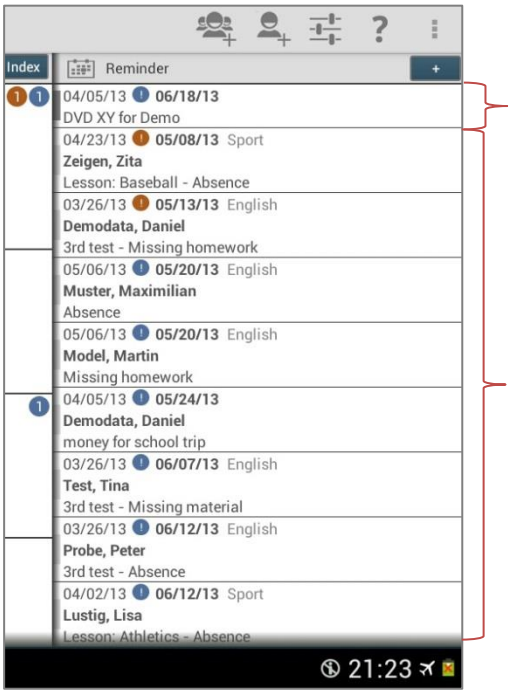
IMPORTANT: Before doing such actions please run a data export of the reminders (Function: → Menu → Data export → reminders) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please safe the export file and the backup file at an external place, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

E. Reminder Overview

The reminder overview shows all reminders (class, student, and entry reminders) of a class as a list.

One way to open it is via the **class context menu** (class overview: LONG tap on a class tile → **reminder overview).**

Alternatively the reminder overview can be displayed in the **list area** as well.



The reminder overview is divided in two parts:

➔ **Upper part: class reminders (without students' names)**

All class reminders are listed sorted by maturity date here. The date (in bold) shows the maturity date.

With a NORMAL tap a reminder can be opened and edited.

With a LONG tap on a reminder it can be deleted easily via the function → **Delete reminder.**

➔ **Lower part: student reminders**

All student reminders are listed sorted by maturity date here.

The first date shows the creation date of the reminder, the second date in bold shows the maturity date.

With a NORMAL tap a reminder will open and can then be edited.

With a LONG tap on a reminder it can be deleted via the function → **Delete reminder.**

After that it will be asked, whether the status of the related entry shall be changed to “excused / done“ or not.

IX. Privacy Protection

A. General information

Student data are highly sensitive information, that need a special protection!

Although smartphones and tablets can be considered as quite safe in comparison with PCs, the data on them have to be well protected only because of the loss risk.

The password protection of the app only does by far not meet that requirement!

If a malware succeeds in infiltrating the device, it will most probably have extended permissions!

That means a virus might be able to access any data base of any app (browser apps can be affected as well, if they save data on the device!).

For that reason it is IMPERATIVELY REQUIRED that personal data are strictly encrypted within (!) the data base as well as in backups.

During the development of ***TAP****UCATE* large effort was being made to protect your data! **Don't entrust your student data to apps, with which that effort was being saved!!**

TAP*UCATE* provides the following **data protection** security features:

- ➔ Encryption of all personal data in the data base
- ➔ Full encryption of backups (for safe storage and transport via USB-stick, email,…)
- ➔ Password protection (flexibly adjustable, e.g. 1 minute tolerance, so that the password does not have to be reentered after each short term quitting of the app)
- ➔ ***TAP****UCATE* uses a highly secure encryption system (AES-128) that is uncrackable according to current scientific knowledge and even meets military expectations!
- ➔ ***TAP****UCATE* doesn't connect itself with the internet!! (Remark: Although the license check is initiated by ***TAP****UCATE*, it is being executed by the market app. This request is strictly earmarked and cannot be extended by ***TAP****UCATE*)
- ➔ ***TAP****UCATE* doesn't communicate externally automatically (emails sent via ***TAP****UCATE* have always to be confirmed manually, and in doing so the text, address, etc. is visible for the user all the time)
- ➔ ***TAP****UCATE* requires hardly any permission!! So ***TAP****UCATE* does not ask for permissions concerning access to the internet, other data networks, contact data, etc during the installation. That means running under Android™ ***TAP****UCATE* is even technically unable to establish such kind of communication.

The usage of apps without password protection AND extensive encryption has to be considered as gross negligence!!

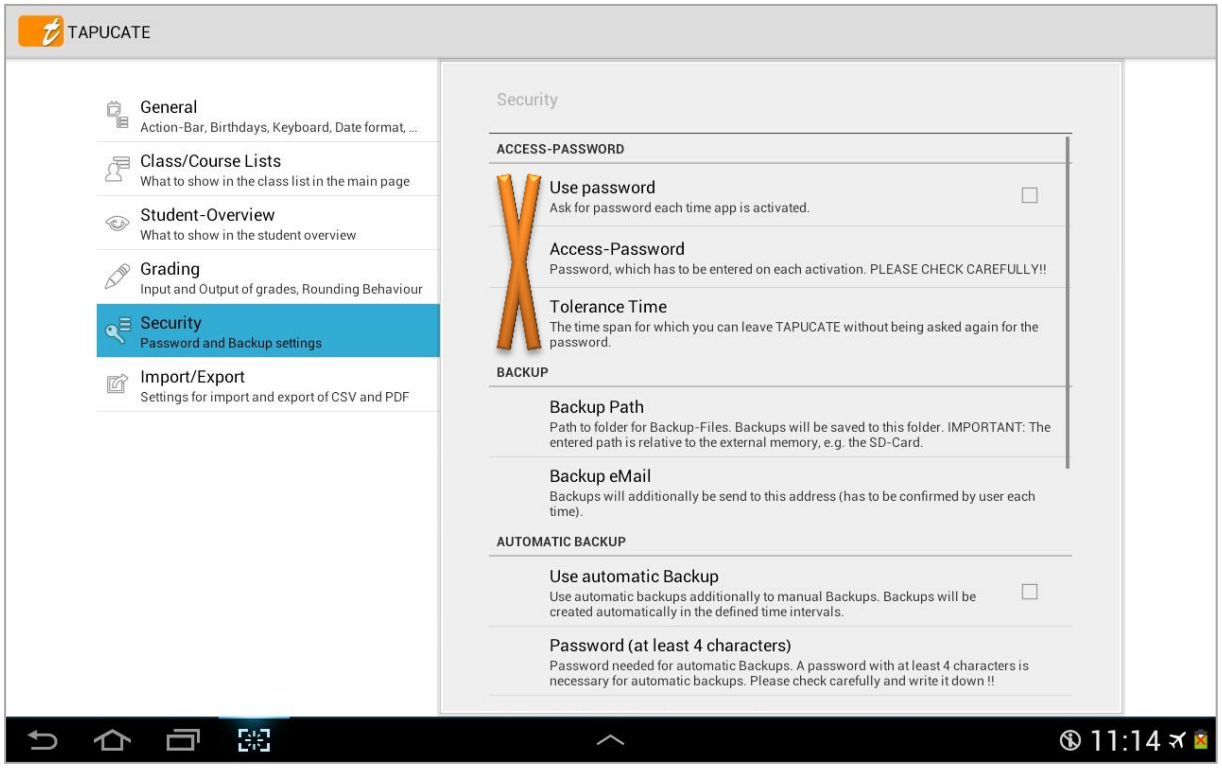
IX. Privacy Protection

IMPORTANT NOTE: While using ***TAP****UCATE*, please consider the data protection rules that are applicable to you! Make sure, that you only collect, save and process data within the legally permitted framework! Use all of the safety equipment provided by your device!

B. Setting an access password

It is possible to determine a password, which will be requested each time ***TAP****UCATE* is activated.

In the class overview the usage of a password can be activated with the button **Settings** → **Security** via the function → **Use password.**


TAPUCATE
General
Action-Bar, Birthdays, Keyboard, Date format, ...
Class/Course Lists
What to show in the class list in the main page
Student-Overview
What to show in the student overview
Grading
Input and Output of grades, Rounding Behaviour
Security
Password and Backup settings
Import/Export
Settings for import and export of CSV and PDF
Security
ACCESS-PASSWORD
Use password
Ask for password each time app is activated.
Access-Password
Password, which has to be entered on each activation. PLEASE CHECK CAREFULLY!!
Tolerance Time
The time span for which you can leave TAPUCATE without being asked again for the password.
BACKUP
Backup Path
Path to folder for Backup-Files. Backups will be saved to this folder. IMPORTANT: The entered path is relative to the external memory, e.g. the SD-Card.
Backup eMail
Backups will additionally be send to this address (has to be confirmed by user each time).
AUTOMATIC BACKUP
Use automatic Backup
Use automatic backups additionally to manual Backups. Backups will be created automatically in the defined time intervals.
Password (at least 4 characters)
Password needed for automatic Backups. A password with at least 4 characters is necessary for automatic backups. Please check carefully and write it down !!
11:14

Under the item → **Access-Password** a password has to be entered.

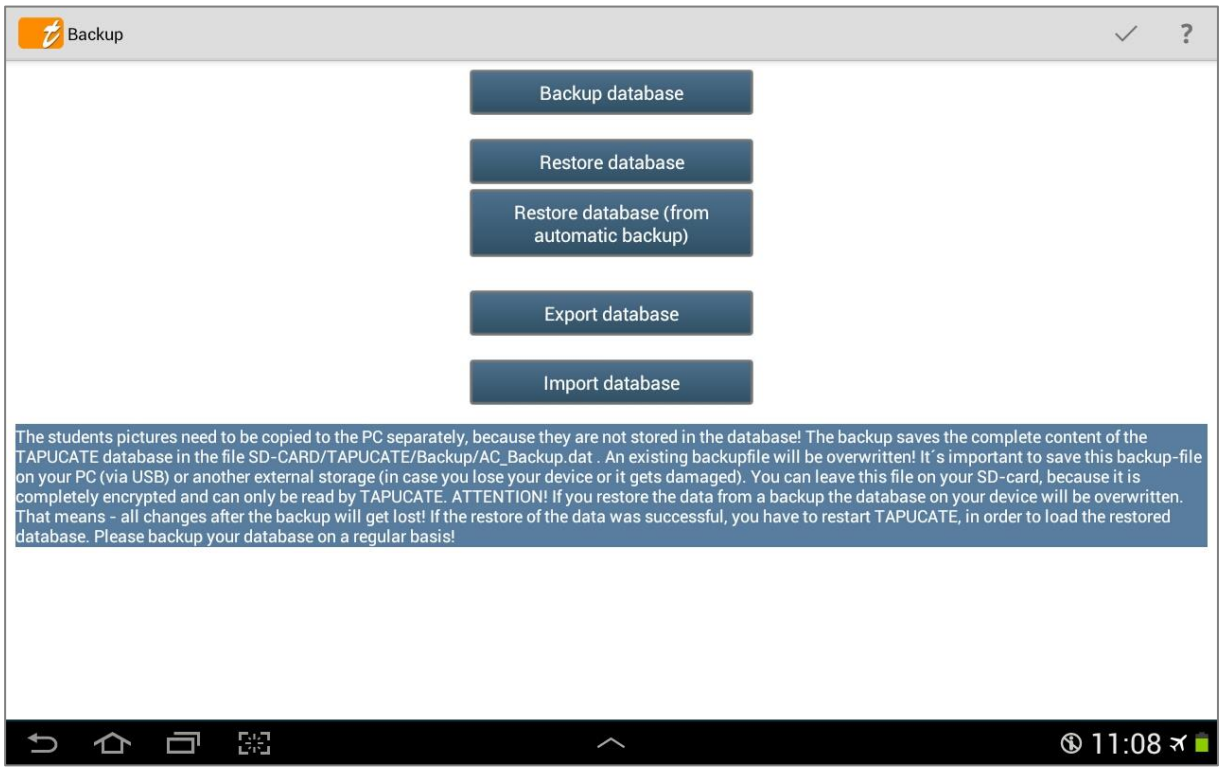
For reasonable causes one appeal: Please memorize the password exactly! Make sure you input your password using the correct **lowercase and uppercase letters** and that no **spaces have been entered** inadvertently or added by the device!

Under the item → **Tolerance Time** the period for which ***TAP****UCATE* can be quitted until the password will be requested again, can be determined. Different periods can be defined here:

➔ 5 seconds, 30 seconds, 1 minute …. 45 minutes, 90 minutes

X. Data Backup

A. General information


Backup
Backup database
Restore database
Restore database (from automatic backup)
Export database
Import database
The students pictures need to be copied to the PC separately, because they are not stored in the database! The backup saves the complete content of the TAPUCATE database in the file SD-CARD/TAPUCATE/Backup/AC_Backup.dat . An existing backupfile will be overwritten! It´s important to save this backup-file on your PC (via USB) or another external storage (in case you lose your device or it gets damaged). You can leave this file on your SD-card, because it is completely encrypted and can only be read by TAPUCATE. ATTENTION! If you restore the data from a backup the database on your device will be overwritten. That means - all changes after the backup will get lost! If the restore of the data was successful, you have to restart TAPUCATE, in order to load the restored database. Please backup your database on a regular basis!
11:08

I now want to remind all ***TAP**UCATE* users to create a **manual backup in addition** to the automatic backup periodically and before doing any special actions (update of the device, Android™ or ***TAP**UCATE*, reset, etc.)! (→ Menu → data backup)

Please keep in mind that with mobile devices a total loss of your data can occur at any time, e.g. caused by damage, theft, software problems, malware, …! Despite of all accurateness it cannot be excluded to 100%, that in extreme cases a forgotten or wrongly typed password during the creation or software errors or incompatibilities may cause that backup file cannot be restored!

Due to the encryption of the backup, the data are DEFINITELY irretrievably lost if the password is wrong or has been forgotten!

NOTE: The **data export** (→ Menu → Data export) – not to be confused with "export data BASE" in the function backup – is not exclusively suitable for a data backup, as the ***TAP**UCATE* data base cannot be reconstructed with the data exported that way!

Nevertheless you should use the **exports** (→ Menu → Data export) **periodically as an additional safety measure**!! Although the ***TAP**UCATE* data base cannot be reconstructed with them, you will at least have your data in text form!

X. Data Backup

With the backup the student data are encrypted and are saved with an own password.

STUDENT PICTURES: They are not backed up with the backup function. For that reason it is imperatively necessary to save the picture files from ***TAP****UCATE* externally as well, see: ➲ "Backup student pictures", page 106.

If the backup function shall be available via only one tap, an according button can be applied in the ActionBar. For further information about the settings of the ActionBar, see: ➲ "ActionBar settings of the classes overview", page 13.

B. Manual backup

There are **3 different ways** of making a manual backup:

1 → A simple backup of a file on the smartphone / tablet

2 → Backup with different files/directories on the smartphone / tablet

3 → Backup with different files/directories on the smartphone / tablet and **additionally** to another external location:

- ➔ Manual backup/copying to the PC
- ➔ Backup in the cloud
- ➔ Backup with the own email account

IN ADDITION: Backup of student pictures

1 → Backup

With the normal backup a backup file "**AC_Backup_V19_(date)_(time)"** will be created, which is saved to the directory **"TAPUCATE/Backup".**

With the normal backup the backup files are only saved directly on the device! So if anything happens to the device, all data might get lost!

The normal backup can be made quickly and with little effort in the following way:

Class overview: → Menu → Backup

After tapping on the button → **Backup** a message window will open, in which the exact backup directory including backup name is displayed again. If this is okay, the backup will be created after entering the password.

X. Data Backup

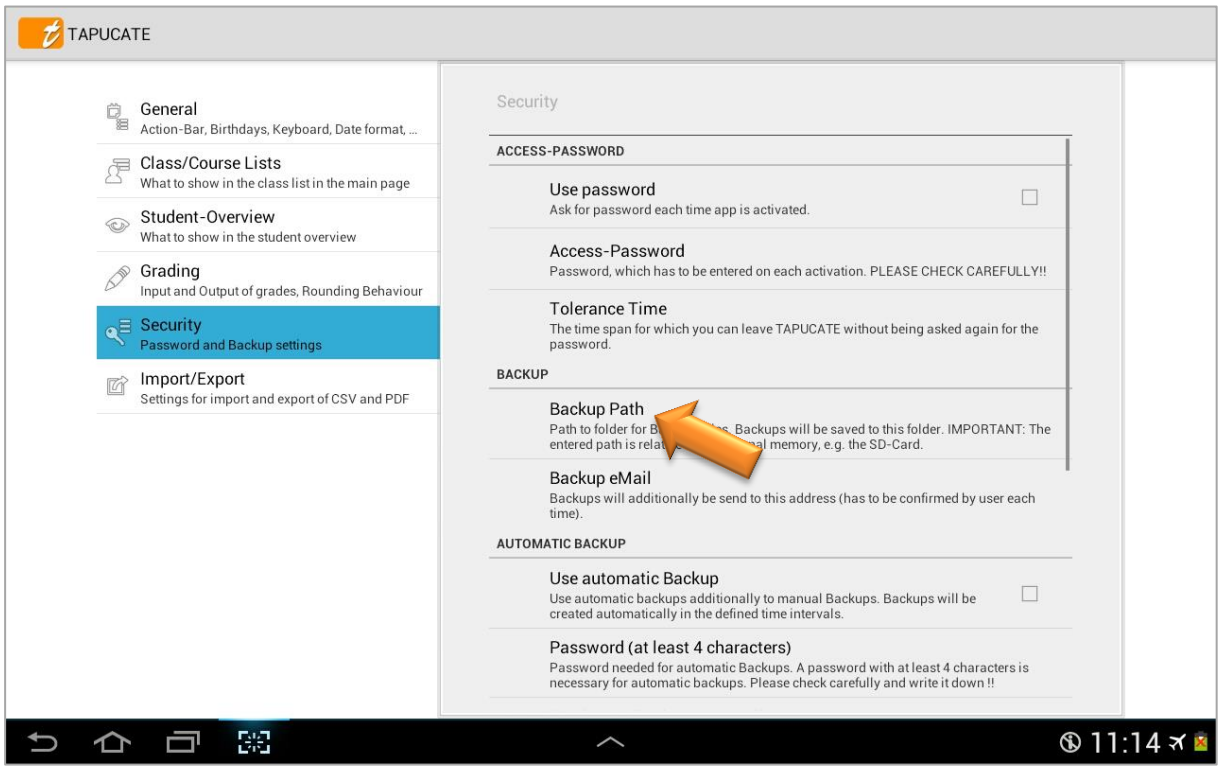
NOTE: For reasonable causes one appeal: Make sure you input your password using the correct **lowercase and uppercase letters** and that no **spaces have been entered** inadvertently or added by the device!

Please memorize this password exactly – it will be requested again when the data are being restored. There is NO chance of restoring the data without correct password – even we cannot do that…!

2 → Backup to different folders

It is possible to have an **own directory** created for the ***TAP**UCATE* backups.

In the → **Settings** an own directory and /or subdirectory can be entered under the item → **Security** → **Backup** → **Backup Path.**


TAPUCATE
General
Action-Bar, Birthdays, Keyboard, Date format, ...
Class/Course Lists
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Security
Password and Backup settings
Import/Export
Settings for import and export of CSV and PDF
Security
ACCESS-PASSWORD
Use password
Ask for password each time app is activated.
Access-Password
Password, which has to be entered on each activation. PLEASE CHECK CAREFULLY!!
Tolerance Time
The time span for which you can leave TAPUCATE without being asked again for the password.
BACKUP
Backup Path
Backup eMail
Backups will additionally be send to this address (has to be confirmed by user each time).
AUTOMATIC BACKUP
Use automatic Backup
Use automatic backups additionally to manual Backups. Backups will be created automatically in the defined time intervals.
Password (at least 4 characters)
Password needed for automatic Backups. A password with at least 4 characters is necessary for automatic backups. Please check carefully and write it down !!
11:14

Example: If the backup file shall be saved in an own subdirectory in the existing ***TAP**UCATE* folder, the following has to be entered in the settings:

➔ TAPUCATE/Backup_January13

In this example the subdirectories "Backup_January13"" is created under ***TAP**UCATE* as well.

Existing directories are recognized, new directories will newly be created.

Spaces must not be entered.

These directories are created at the same place, at which the standard directory ***TAP**UCATE* was created (normally on the SD-card or – if there is no SD-card – on the internal hard disc). This "drive" cannot be changed. For that reason entering a drive is **not possible**, for example:

➔ **/sdcard/**TAPUCATE/Backup_January13

In this case an own directory of the name "sdcard" would be created.

One could, for example have a new directory created each month for the respective current month before making backups. That way the backups would be clearly sorted.

Nevertheless the backup files do only exist on the device if this backup method is used. Without backup to an external location these would get lost e.g. in the event of a loss or damage of the device.

3 → Backup with additional external copy

In order to protect the student data even in the event of damage or lost of the smartphone/tablet, the frequent **external** storage of the **backup files** and the **external** storage of the **student pictures** (once/in the event of changes) are imperatively required.

There are different ways of doing that:

a) Manual copy to a PC

Copy in regular intervals:

- ➔ The backup file "AC_Backup_V19_(date)_(time)**"** from the directory "TAPUCATE/Backup" or
- ➔ The backup file "AC_Backup_V19_(date)_(time)**"** from the own directories as well as
- ➔ The pictures from the directory "TAPUCATE/Images" (once, respectively after changes)

into a backup directory on the PC!

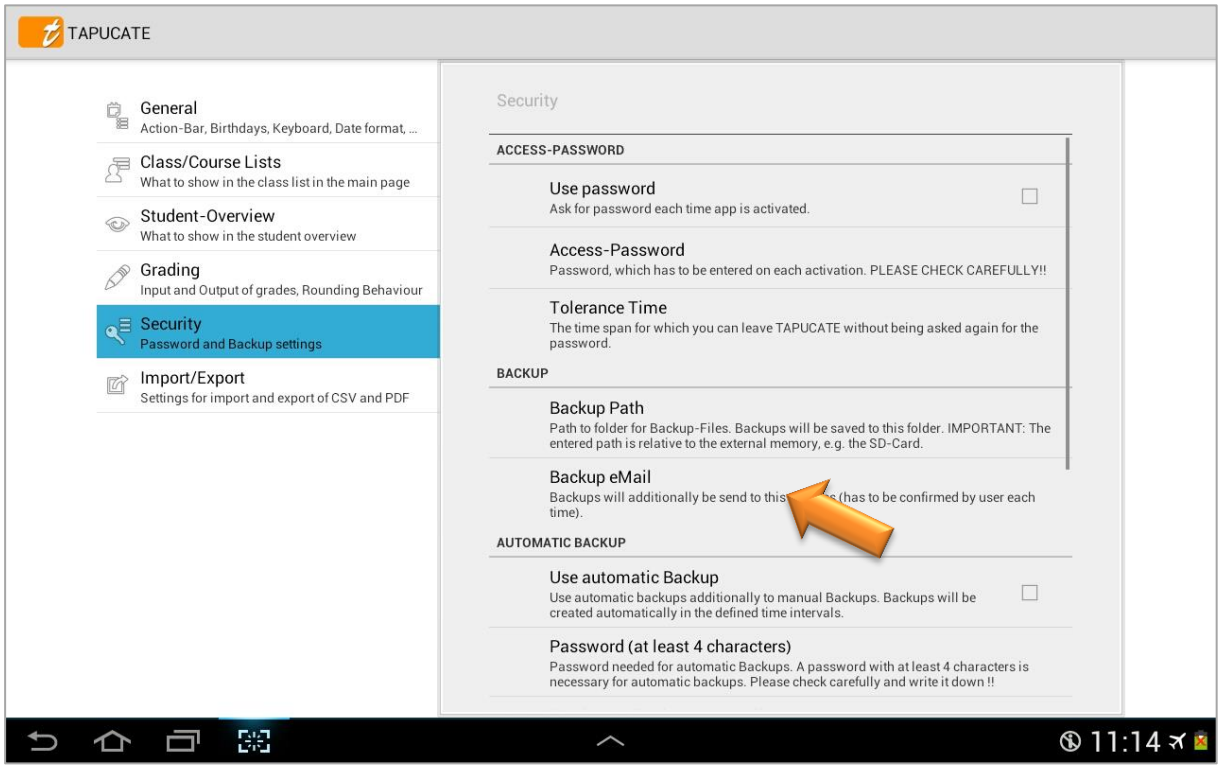
NOTE: Please plug in the USB-cable in the smartphone/tablet only after the backup was successfully completed! With the USB-cable plugged in the SD-card will be blocked and ***TAP**UCATE* functions like backup or export are not available!

X. Data Backup

b) Backup to an eMail account

After a successful backup the current backup file can be sent via email. Therefore only a short confirmation is needed.

Via the button Settings → Security an email address has to be entered under the item → **Backup** → **Backup email**.


TAPUCATE
General
Action-Bar, Birthdays, Keyboard, Date format, ...
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Input and Output of grades, Rounding Behaviour
Security
Password and Backup settings
Import/Export
Settings for import and export of CSV and PDF
Security
ACCESS-PASSWORD
Use password
Ask for password each time app is activated.
Access-Password
Password, which has to be entered on each activation. PLEASE CHECK CAREFULLY!!
Tolerance Time
The time span for which you can leave TAPUCATE without being asked again for the password.
BACKUP
Backup Path
Path to folder for Backup-Files. Backups will be saved to this folder. IMPORTANT: The entered path is relative to the external memory, e.g. the SD-Card.
Backup eMail
AUTOMATIC BACKUP
Use automatic Backup
Use automatic backups additionally to manual Backups. Backups will be created automatically in the defined time intervals.
Password (at least 4 characters)
Password needed for automatic Backups. A password with at least 4 characters is necessary for automatic backups. Please check carefully and write it down !!
11:14

When the backup has been successfully completed (manually or automatically) one will be asked, whether it shall be transmitted via email. This must then be confirmed or cancelled.

If the backup is sent to the own private email address, all data are automatically archived by date additionally on another server/device.

If anything happens to the smartphone/tablet then, different (!) backups will be available at any time.

NOTE: Please check from time to time whether the backup files arrive and have a plausible size!

Of course these backup files are protected as well and can only be opened by ***TAP****UCATE* and with the correct password!

ATTENTION: Please keep in mind that the transmission of a (possibly quite large) backup file may cause costs depending on the data tariff. We recommend performing the data transmission via WLAN connection.

X. Data Backup

c) Backup to the cloud and sync with a pc

It is also possible to save ***TAP****UCATE* backup files to the cloud (without student pictures, see: ➲ "Backup student pictures", page 106).

This is not possible directly from ***TAP****UCATE*, but with a cloud-/sync-app. We've made good experiences with Dropbox™. Of course, that works with other cloud services as well, e.g. GoogleDrive™.

Therefore you should run a backup with a new Dropbox™ directory first, which can be used for the synchronization later on:

- ➔ Define a new backup directory for the Dropbox™ synchronization, e.g. **Dropbox_TAPUCATE**
- ➔ run data backup

Now ***TAP****UCATE* will create a new directory "Dropbox_TAPUCATE" and the backup file "AC_Backup_V19_(date)_(time)"will be saved here.

Therefore the cloud-/sync-app has to be **installed and set up once**.

- ➔ Install cloud-and sync app, e.g. **Dropbox™** AND **Dropsync™** on the smartphone/tablet
- ➔ Register on the Dropbox™ website on the Internet
- ➔ Install the PC-version of Dropbox™ on the PC.
- ➔ Create a subdirectory, e.g. "***TAP****UCATE*" in the new Dropbox™ directory with the file manager.
- ➔ Open the Dropsync™ app on the smartphone/tablet and connect to the Dropbox™ account
- ➔ Then it has to be defined, which directories shall be synchronized, and at which intervals:

→ Function: **Synced Folders**
→ Local: /Dropbox_TAPUCATE
→ Dropbox™: /TAPUCATE
→ Function: **Autosync Intervall**

With these settings the backup directory **Dropbox_TAPUCATE** with all backups will be saved to the cloud and afterwards to your PC in the created directory /***TAP****UCATE* according to the defined synchronization interval of the Dropsync app (→ function: **Autosync Intervall**).

In this case all backups will exist in the cloud and on the PC as well.

X. Data Backup

For a better overview it is possible to create a monthly subdirectory which can be frequently adapted:

➔ Define a new backup directory /subdirectory for the Dropbox™ synchronization in the ***TAP****UCATE* settings, under → Security →Backup → Backup Path, e.g. **Dropbox_TAPUCATE/Backup_Jan13.**

As the app "Dropsync" synchronizes all files and subdirectories, nothing needs to be changed here.

Depending on the set "Autosync Intervall" all subdirectories including all backup files from the directory" /Dropbox_***TAP****UCATE*" will be saved to the cloud into the directory "/***TAP****UCATE*".

It is perhaps reasonable to copy the entire cloud directory "/***TAP****UCATE*" from the Dropbox™ folder directly to the PC at regular intervals.

C. Automatic Backup

Configure an automatic backup

TAP*UCATE* offers the option to have backups automatically created.

➔ At every exit
➔ Daily
➔ Each second day
➔ Each third day…/ …sixth day
➔ Weekly

According to the set interval a backup file **AC_AutoBackup_V19.dat** will be created and saved to the existing standard directory **/TAPUCATE/AutoBackup**.

If no other settings are made, this auto backup file will be overwritten by each automatic data backup as soon as it is made!

For that reason: Use the **automatic data backup exclusively as an additional safety feature**, but not as a substitute for manual backups!

X. Data Backup

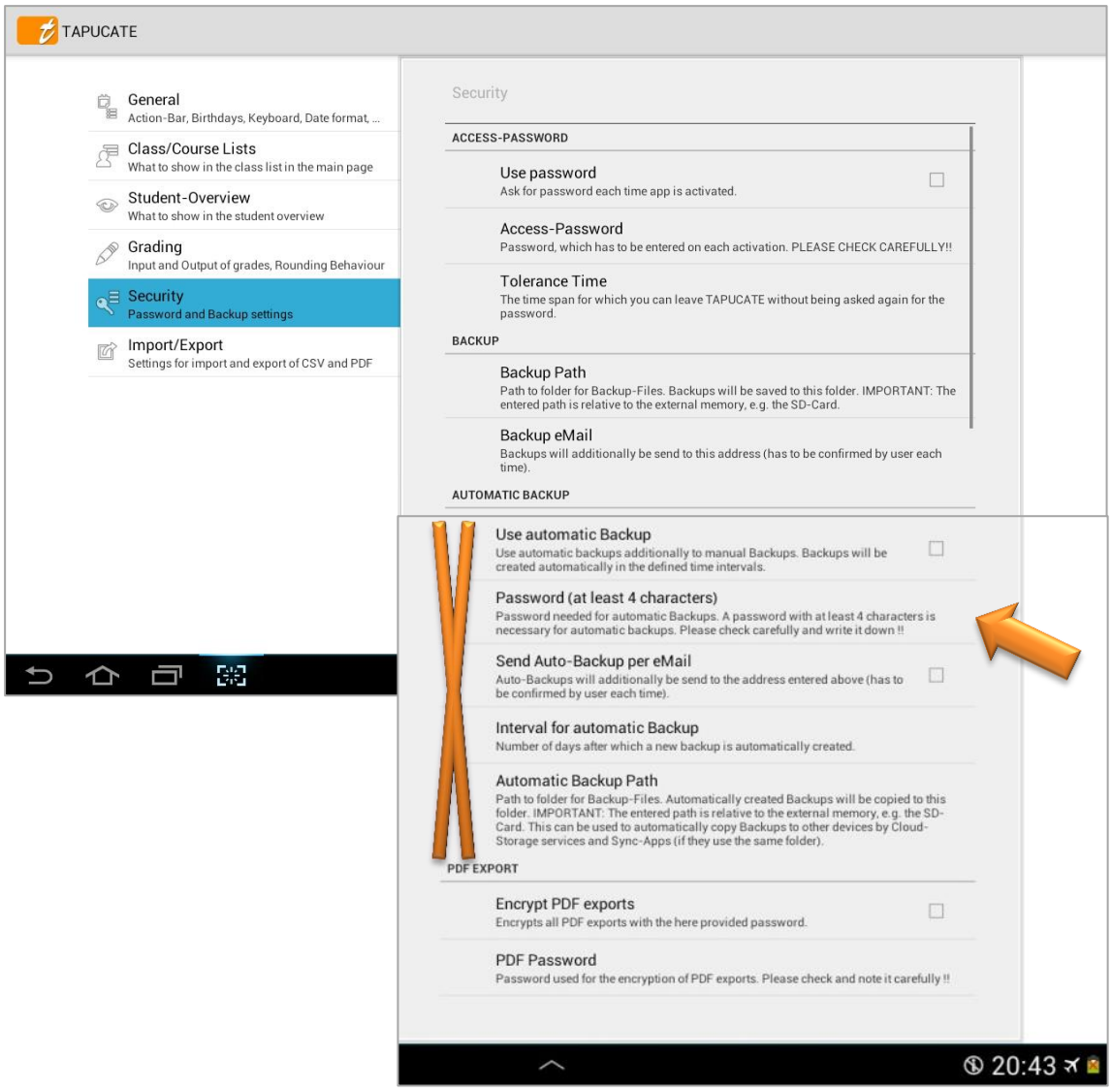
ATTENTION: The automatic backup will **only** work if a password has been defined for it!

Without password – no automatic backup!

Please make sure that the password for the ***TAP**UCATE* access is different from the one for the automatic backup!

Via the button "Settings" → „Security" a password (**at least 4 characters long**) has to be entered under the item → **Automatic Backup** → **Password**.

NOTE: Please memorize this password exactly – it will be requested again when the data are being restored. There is NO chance of restoring the data without correct password – even we cannot do that…!


TAPUCATE
General
Action-Bar, Birthdays, Keyboard, Date format, ...
Class/Course Lists
What to show in the class list in the main page
Student-Overview
What to show in the student overview
Grading
Input and Output of grades, Rounding Behaviour
Security
Password and Backup settings
Import/Export
Settings for import and export of CSV and PDF
Security
ACCESS-PASSWORD
Use password
Ask for password each time app is activated.
Access-Password
Password, which has to be entered on each activation. PLEASE CHECK CAREFULLY!!
Tolerance Time
The time span for which you can leave TAPUCATE without being asked again for the password.
BACKUP
Backup Path
Path to folder for Backup-Files. Backups will be saved to this folder. IMPORTANT: The entered path is relative to the external memory, e.g. the SD-Card.
Backup eMail
Backups will additionally be send to this address (has to be confirmed by user each time).
AUTOMATIC BACKUP
Use automatic Backup
Use automatic backups additionally to manual Backups. Backups will be created automatically in the defined time intervals.
Password (at least 4 characters)
Password needed for automatic Backups. A password with at least 4 characters is necessary for automatic backups. Please check carefully and write it down !!
Send Auto-Backup per eMail
Auto-Backups will additionally be send to the address entered above (has to be confirmed by user each time).
Interval for automatic Backup
Number of days after which a new backup is automatically created.
Automatic Backup Path
Path to folder for Backup-Files. Automatically created Backups will be copied to this folder. IMPORTANT: The entered path is relative to the external memory, e.g. the SD-Card. This can be used to automatically copy Backups to other devices by Cloud-Storage services and Sync-Apps (if they use the same folder).
PDF EXPORT
Encrypt PDF exports
Encrypts all PDF exports with the here provided password.
PDF Password
Password used for the encryption of PDF exports. Please check and note it carefully !!
20:43

X. Data Backup

As standard the function → **Use automatic Backup** is activated. If that isn't the case for any reason – please activate this.

After that the backup interval shall be checked and adjusted – the ideal setting is "after each exit".

Apart from that it is possible to enter an own directory. Then the auto-backup file will be saved to this directory. Existing directories will be recognized; new directories will be newly created.

Send automatic backup by eMail

Here, as well, it is possible to send the automatic backup to the own account.

Following adjustments have to be made via „Settings“ → „Security“:

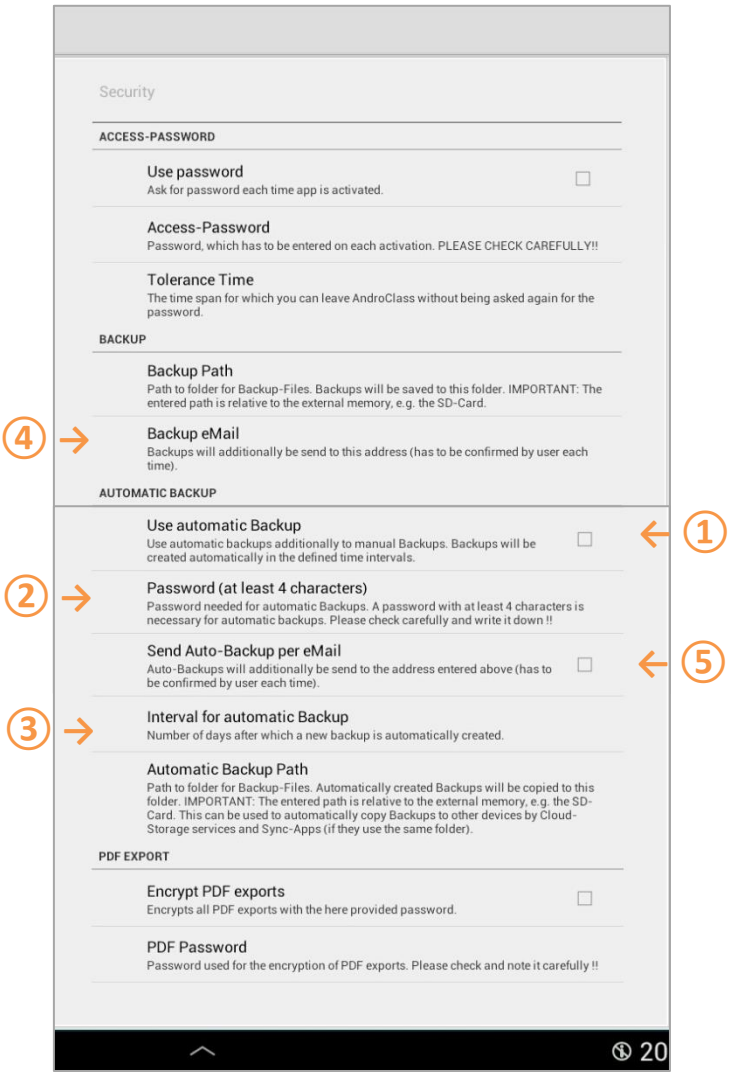
① Activation of the automatic backup:
→ **Automatic Backup**
→ **Use automatic Backup**

② Enter password under:
→ **Automatic Backup**
→ **Password (at least 4 characters)**

③ Adjust interval under:
→ **Automatic Backup**
→ **Interval→ "After each exit"**

④ Enter own email address under:
→ **Data Backup**
→ **Data backup email address**

⑤ Activate email transmission under:
→ **Automatic Backup**
→ **Send auto-Backup per email**


Security
ACCESS-PASSWORD
Use password
Ask for password each time app is activated.
Access-Password
Password, which has to be entered on each activation. PLEASE CHECK CAREFULLY!!
Tolerance Time
The time span for which you can leave AndroClass without being asked again for the password.
BACKUP
Backup Path
Path to folder for Backup-Files. Backups will be saved to this folder. IMPORTANT: The entered path is relative to the external memory, e.g. the SD-Card.
Backup eMail
Backups will additionally be send to this address (has to be confirmed by user each time).
AUTOMATIC BACKUP
Use automatic Backup
Use automatic backups additionally to manual Backups. Backups will be created automatically in the defined time intervals.
Password (at least 4 characters)
Password needed for automatic Backups. A password with at least 4 characters is necessary for automatic backups. Please check carefully and write it down !!
Send Auto-Backup per eMail
Auto-Backups will additionally be send to the address entered above (has to be confirmed by user each time).
Interval for automatic Backup
Number of days after which a new backup is automatically created.
Automatic Backup Path
Path to folder for Backup-Files. Automatically created Backups will be copied to this folder. IMPORTANT: The entered path is relative to the external memory, e.g. the SD-Card. This can be used to automatically copy Backups to other devices by Cloud-Storage services and Sync-Apps (if they use the same folder).
PDF EXPORT
Encrypt PDF exports
Encrypts all PDF exports with the here provided password.
PDF Password
Password used for the encryption of PDF exports. Please check and note it carefully !!
4
1
2
5
3

X. Data Backup

When the backup has been successfully completed (manually or automatically) one will be asked, whether it shall be transmitted via email. This must then be confirmed or cancelled.

If the backup is sent to the own private email address, all data are automatically archived by date additionally on another server/device.

If anything happens to the smartphone/tablet then, different (!) backups will be available at any time.

NOTE: Please check from time to time whether the backup files arrive and have a plausible size!

Of course these backup files are protected as well and can only be opened by ***TAP**UCATE* and with the correct password!

ATTENTION: Please keep in mind that the transmission of a (possibly quite large) backup file may cause costs depending on the data tariff. We recommend performing the data transmission via WLAN connection.

Please do not forget to copy the student pictures separately, see: ➲ "Backup student pictures", page 106.

Send the automatic backup to the cloud and sync with a pc

It is also possible to save the automatic backup to the cloud (without student pictures, see: ➲ "Backup student pictures", page 106).

This is not possible directly from ***TAP**UCATE*, but with a cloud-/sync-app. We've made good experiences with Dropbox™. Of course, that works with other cloud services as well, e.g. GoogleDrive™.

Therefore the following adjustments have to be made via „Settings" → „Security":

➔ Activation of the automatic backup:
→ **Automatic Backup**→ **Use automatic Backup**

➔ Enter password under:
→ Automatic Backup→ Password (at least 4 characters)

➔ Adjust interval under:
→ **Automatic Backup**→ **Interval**→ e.g. "After each exit", so that always the current status is synchronized.

➔ Create new auto-backup directory for the Dropbox™ synchronization under:
→ **Automatic Backup**→ **Automatic Backup Path**
e.g**. "Dropbox_AutoBackup"**

After that please quit ***TAP****UCATE*, so that an automatic backup will be made and the new directory "Dropbox_AutoBackup" will be created.

Then the cloud-/sync-app has to be **installed and set up once**.

- ➔ Install cloud-and sync app, e.g. **Dropbox™** AND **Dropsync™** on the smartphone/tablet
- ➔ Register on the Dropbox™ website on the Internet
- ➔ Install the PC-version of Dropbox™ on the PC.
- ➔ Create a subdirectory, e.g. "***TAP****UCATE*" in the new Dropbox™ directory with the file manager.
- ➔ Open the Dropsync™ app on the smartphone/tablet and connect to the Dropbox™ account
- ➔ Then it has to be defined, which directories shall be synchronized, and at which intervals:

  → Function: **Synced Folders**
  → Local: /Dropbox_AutoBackup
  → Dropbox™: /TAPUCATE
  → Function: **Autosync Intervall**

With these settings the backup directory **Dropbox_AutoBackup** with all automatic backups will be saved to the cloud and afterwards to your PC in the created directory "/***TAP****UCATE*" according to the defined synchronization interval of the Dropsync™ app (→ function: **Autosync Intervall**).

It is recommended to copy the complete cloud directory "/TAPUCATE" from the Dopbox™ folder directly to the PC in frequent intervals.

D. Backup student pictures

Student pictures are **not** backed up with the normal backup, as they are not saved in the data base and they do not have to be changed as often.

For that reason it is imperatively required, to save the picture data from ***TAP****UCATE* externally.

Therefore please copy the following directory to the PC:

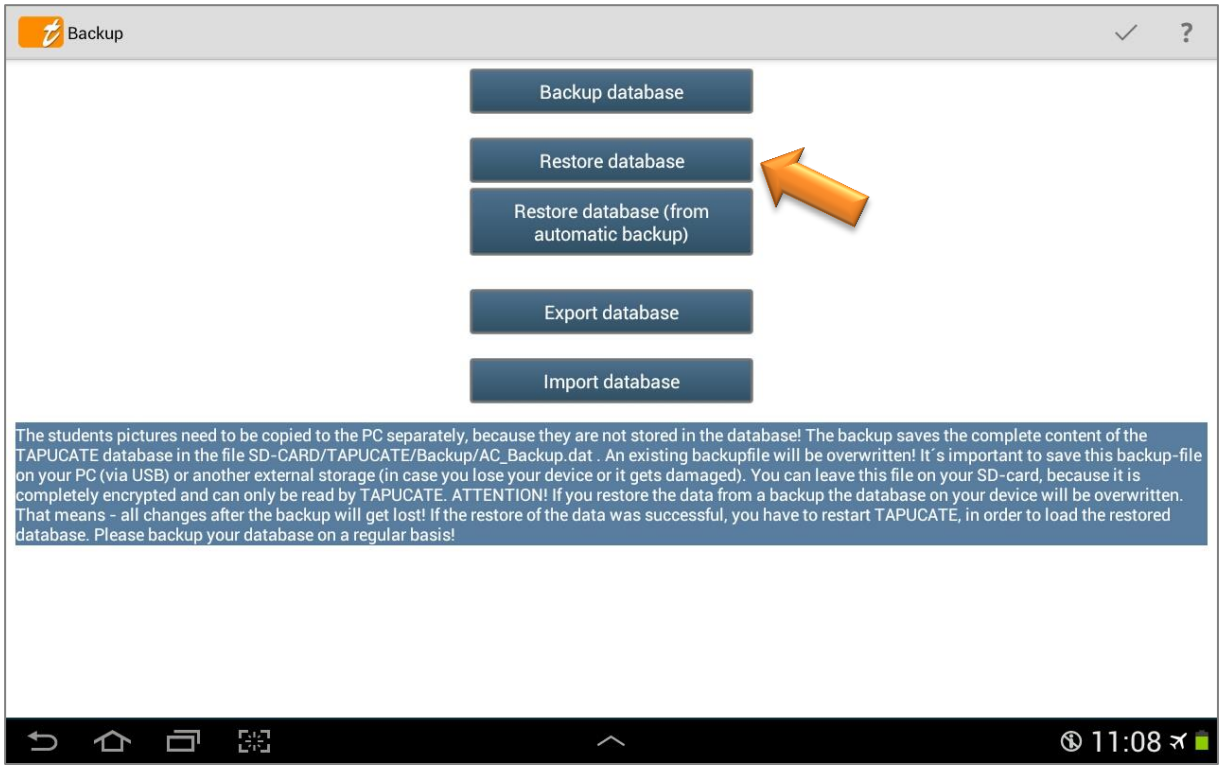
- ➔ **TAPUCATE/Images**

It contains all picture files of ***TAP****UCATE* including the "links" to the student's name.

Note: The directory → **TAPUCATE/ImageImport** is used for the import only, see: ➲ "Importing student pictures", page 128.

X. Data Backup

E. Restore Backup


Backup
Backup database
Restore database
Restore database (from automatic backup)
Export database
Import database
The students pictures need to be copied to the PC separately, because they are not stored in the database! The backup saves the complete content of the TAPUCATE database in the file SD-CARD/TAPUCATE/Backup/AC_Backup.dat . An existing backupfile will be overwritten! It´s important to save this backup-file on your PC (via USB) or another external storage (in case you lose your device or it gets damaged). You can leave this file on your SD-card, because it is completely encrypted and can only be read by TAPUCATE. ATTENTION! If you restore the data from a backup the database on your device will be overwritten. That means - all changes after the backup will get lost! If the restore of the data was successful, you have to restart TAPUCATE, in order to load the restored database. Please backup your database on a regular basis!
11:08

Each backup file will be saved separately, with date and time → **AC_Backup_V19_(date)_(time).dat**

It is possible to select any backup file in any directory arbitrarily for a restoration.

Depending on the type of the backups made, there are different ways of restoration:

- ➔ Restore a manual backup
- ➔ Restore the last automatic backup
- ➔ Restore a backup from the cloud or the PC Restoring manual backups

Restoring manual backups

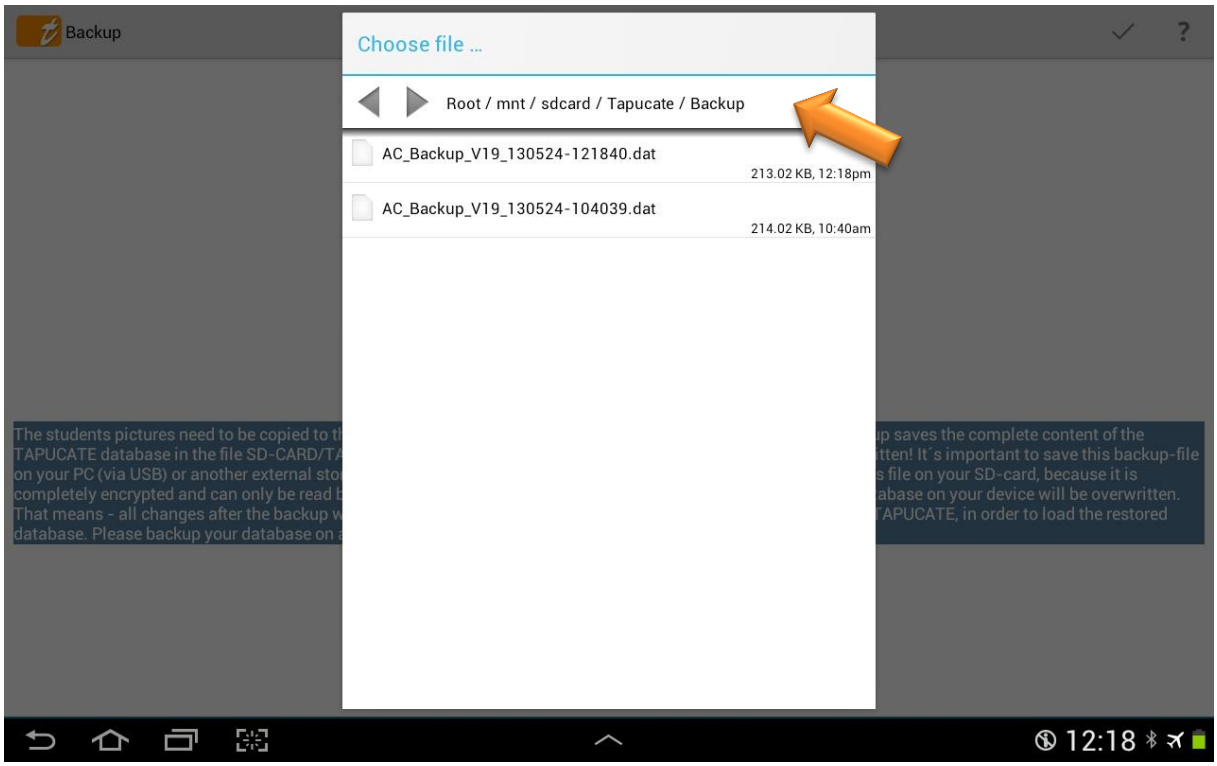
With every successful manual backup a backup file “AC_Backup_V19_(date)_(time).dat” will be saved to the existing directory “TAPUCATE/Backup“ or to an own directory.

If necessary, the backup of the directory **TAPUCATE/Images** (student pictures) shall be copied to the smartphone/tablet BEFORE executing the restoration.

X. Data Backup

Via the function → **Backup** → **Restore database** a file manager will be opened.

With a tap on the directories one can switch between all directories of your device and the desired backup file can be selected.



The restoration can be started via one tap on a backup file and will finally be executed after the password has been successfully entered.

IMPORTANT: Without correct password NO data backup can be restored! Make sure you input your password using the correct **lowercase and uppercase letters** and that no **spaces have been entered** inadvertently or added by the device!

Restoring the last automatic backup

During each successful automatic backup a backup file "AC_AutoBackup_V19.dat"will be saved to the existing standard directory "***TAP****UCATE*/AutoBackup" or to an own directory and will be overwritten by every following restoration.

If this last automatic backup shall be restored from the standard directory, there must be NO directory entered in the ***TAP****UCATE* settings → „Security"→ Automatic Backup → Path for auto backup.

Only if there is no entry, ***TAP****UCATE* will revert to the standard directory "TAPUCATE/AutoBackup". Otherwise the entered directory will be used.

If necessary, the backup of the directory **TAPUCATE/Image** (student pictures) shall be copied to the smartphone/tablet.

X. Data Backup

The restoration can be started easily and quickly via the function → **Data backup** → **Restore data (from the automatic backup).**

IMPORTANT: Without correct password NO data backup can be restored! Make sure you input your password using the correct **lowercase and uppercase letters** and that no **spaces have been entered** inadvertently or added by the device!

Restoring Backups from the Cloud or a PC

If backups are saved in the cloud and/or the PC, they can naturally be restored as well. Therefore, the following approach is recommended:

- ➔ Copy, respectively overwrite the existing „old“ backup from the cloud directory or from another backup directory to the PC into the standard backup directory on the smartphone/tablet: → TAPUCATE/Backup
- ➔ If necessary: Copy the picture data from the directory „TAPUCATE/Image“ to the related directory of the smartphone/tablet:
  → TAPUCATE/Image
- ➔ **IMORTANT:** Disconnect the USB-cable from the PC and from the smartphone/tablet, otherwise the SD-card will remain blocked!

- ➔ Remove a possibly entered backup directory in the settings.
- ➔ Restore the data via the function → Data Backup → **Restore data**
- ➔ It might be necessary to reactivate the display of the student pictures:
  → Settings → Class lists/Course lists → Show student pictures

X. Data Backup

F. Export/Import database

Alternatively a backup can be made via **Menu** → **Backup** → the data base export. The related buttons are:

- ➔ Export database
- ➔ Import database

Thereby the pure data in text form will be exported from the data base.

The new file can be restored with a (data base-) import and is – in contrast to other exports (→ Menu→ Data export) – not designated for further processing with other programs!

The advantages are:

- ➔ More robust against changes of the data base version
- ➔ Smaller files
- ➔ Data can be extracted from the file

The disadvantages are:

- ➔ No encryption, which means that the files must not remain on the device and may not be transmitted via the internet.
- ➔ No information about the structure, which means that the data can possibly not be completely restored with newer ***TAP****UCATE* versions

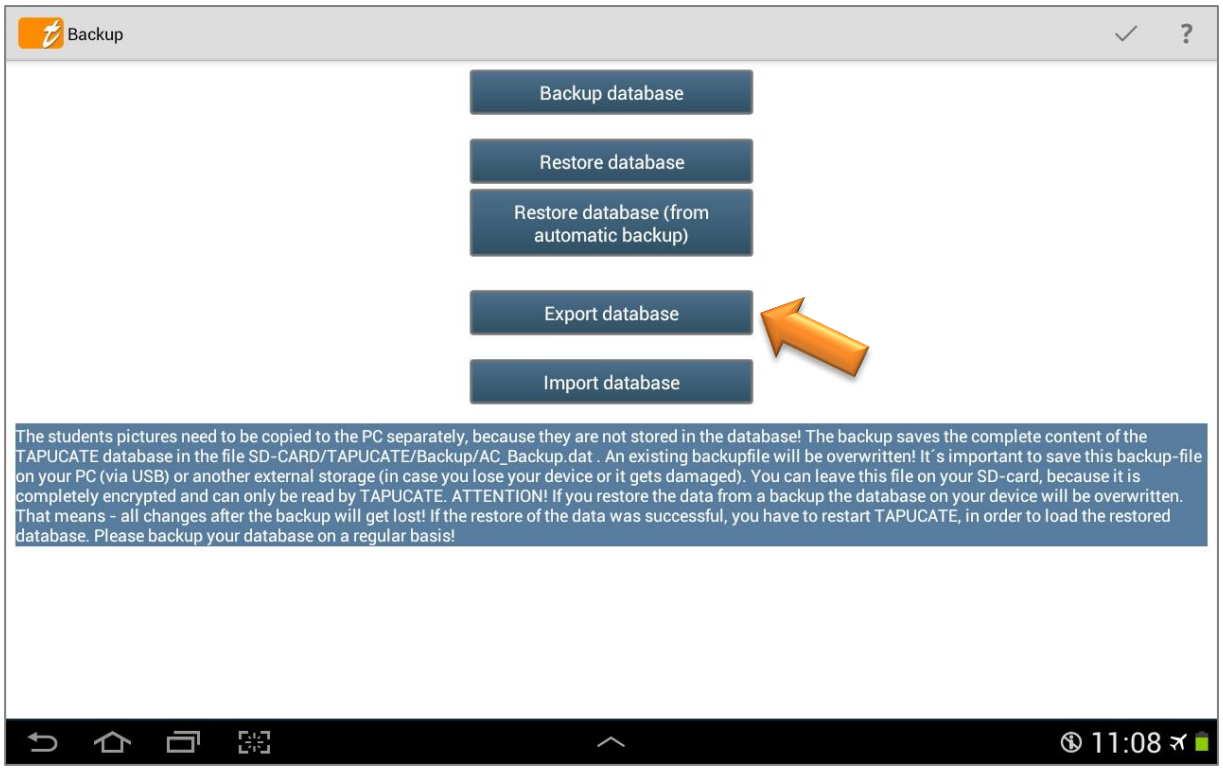
The data BASE export/import is particularly useful for transmitting data between two devices using **different *TAPUCATE* data base versions** (in rare cases this may cause trouble with the "normal" data backup).

The data base version is displayed with the „V-value", e.g. "AC_Backup_V19_(date)_(time)".

Please use BOTH backup types on a regular basis!

X. Data Backup

Export database


Backup
Backup database
Restore database
Restore database (from automatic backup)
Export database
Import database
The students pictures need to be copied to the PC separately, because they are not stored in the database! The backup saves the complete content of the TAPUCATE database in the file SD-CARD/TAPUCATE/Backup/AC_Backup.dat . An existing backupfile will be overwritten! It´s important to save this backup-file on your PC (via USB) or another external storage (in case you lose your device or it gets damaged). You can leave this file on your SD-card, because it is completely encrypted and can only be read by TAPUCATE. ATTENTION! If you restore the data from a backup the database on your device will be overwritten. That means - all changes after the backup will get lost! If the restore of the data was successful, you have to restart TAPUCATE, in order to load the restored database. Please backup your database on a regular basis!
11:08

Under **Menu** → **Data backup** the pure data can be exported from the data base to an own data base export file "**AC_Database_Export_V19_(date)_(time).dbe**" via the function → **Export database**.

As standard this file will be saved to the existing directory → **/TAPUCATE/Backup**.

If a directory has been entered in the → Settings → Security → Backup, the dataBASE will be exported to this directory.

For safety reasons an email transmission for the dataBASE export is not provided.

Security
ACCESS-PASSWORD
Use password
Ask for password each time app is activated.
Access-Password
Password, which has to be entered on each activation. PLEASE CHECK CAREFULLY!!
Tolerance Time
The time span for which you can leave AndroClass without being asked again for the password.
BACKUP
Backup Path
Backup eMail
Backups will additionally be send to this address (has to be confirmed by user each time).
AUTOMATIC BACKUP
Use automatic Backup
Use automatic backups additionally to manual Backups. Backups will be created automatically in the defined time intervals.
Password (at least 4 characters)
Password needed for automatic Backups. A password with at least 4 characters is necessary for automatic backups. Please check carefully and write it down !!

Import database

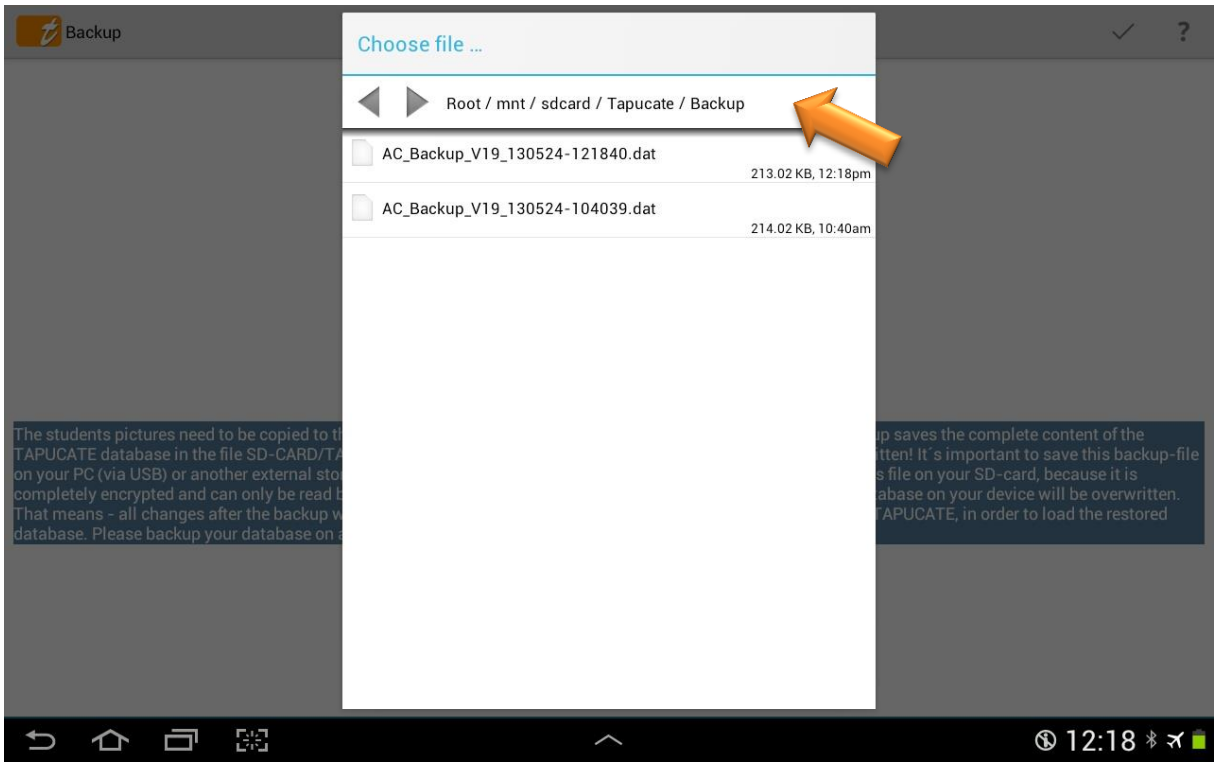
With every successful dataBASE export a backup file "AC_Database_Export_V19_(date)_(time).dbe" will be saved to the existing standard directory "TAPUCATE/Backup" or to an own directory.

X. Data Backup

If necessary, the backup of the directory **TAPUCATE/Images** (student pictures) shall be copied to the smartphone/tablet BEFORE executing the restoration.

Via the function → **Backup** → **Import database** a file manager will be opened.

With a tap on the directories one can switch between all directories of the device and the desired dataBANK export can be selected.



The restoration can be started via one tap on this file and will finally be executed after the password has been successfully entered.

IMPORTANT: Without correct password NO data backup can be restored! Make sure you input your password using the correct **lowercase and uppercase letters** and that no **spaces have been entered** inadvertently or added by the device!

Please keep in mind that the data bank version "_V16" shall preferably be according with the current data base version. The data base version is displayed with all backup files containing the „V-value", e.g. "AC_Backup_V19_(date)_(time)".

X. Data Backup

G. Recommended procedure for backups

An ideal backup is the combination of all backup methods. We recommend following procedure:

Settings

Therefore the following settings shall be made via „Settings“ → „Security“:

➔ Enter own email address under:
→ **Data backup** → **Backup email address**

➔ Activate the automatic backup:
→ **Automatic backup** → **Use auto backup**

➔ Enter password for the auto backup file via:

→ **Automatic backup** → **Password (at least 4 characters)**

➔ Define interval via:
→ **Auto backup** → **Interval**
either “after each exit“ or “daily“

➔ Activate email transmission via:
→ **Automatic backup** → **send auto backup via email**

IMPORTANT: Without correct password NO data backup can be restored! Make sure you input your password using the correct **lowercase and uppercase letters** and that no **spaces have been entered** inadvertently or added by the device!

Procedure

① Please use the auto backup function in order to receive a daily backup via email. Check frequently, whether the backups arrive and have a plausible size (the size of the files shall increase over the time).

② Please create a **manual backup at least once a week** and copy it to the PC.

X. Data Backup

③ As an additional safety feature you should run the **database export once a week**, too and copy it to the PC (→ Menu → Backup → DataBASE export)

This file must NOT be transmitted VIA THE INTERNET, as its content is NOT ENCRYPTED!!

④ Use the **PDF-and CSV-exports** (→ Menu → Data export) regularly for printing your data (e.g. the PDF-screenshot of the student overview). In the settings an encryption can be adjusted for PDF-exports and screenshots – please use this feature!

⑤ Please save unencrypted data (e.g. CSV-exports) on safe data carriers only. It is essential to delete these files from your mobile device!

ADDITIONALLY…

⑥ If all students with the corresponding pictures have been added to ***TAP****UCATE*, the picture directory with the student-picture-links should be saved first:

➔ Backup/copy of the directory **TAPUCATE/Image** to the PC

⑦ **Before making any system updates** (e.g. Android™ update) **AND before each *TAPUCATE*-Update**

➔ make a manual backup via the function→ Data backup → **Create backup**

➔ Confirm email transmission for the backup file and have it executed

➔ Export the data from the data base via the function
→ Data backup → **Data export**

➔ For all data exports, use the function
→ Menu → Data export

If you follow these steps, a loss of data can be virtually ruled out!

XI. Swap data between different devices

A. Moving date to a (new) device just once

If the ***TAP****UCATE* data shall be transmitted to another (new) device **once**, the easiest way to do that is the normal backup and the restoration:

Class overview: → Menu → backup

➔ Create a manual backup, see: ➲ „Manual backup“, page 97.

➔ Connect smartphone/tablet with the PC via USB-cable

➔ Copy the file ”AC_Backup_V19_(date)_(time)“ from the directory “***TAP****UCATE*/Backup“ to the PC

➔ If there are student pictures:
Copy the complete directory → **TAPUCATE/Images** to the PC

➔ Download and install ***TAP****UCATE* to the new smartphone/tablet through your account

➔ Connect your new smartphone/tablet to the PC

➔ Copy the backup file ”AC_Backup_V19_(date)_(time)“ from the PC to the existing directory “TAPUCATE/Backup“

➔ Copy the content of the directory ***TAP****UCATE*/Image from the PC to the **existing directory → TAPUCATE/Images** on the smartphone/tablet

➔ **It is imperatively required to remove the USB-cable from the smartphone/tablet!!**

➔ Restore the data via the function → Backup → Restore Data

➔ It might be necessary to reactivate the display of the student pictures:

→ Settings → Classes/courses lists → Show student pictures

XI. Data Exchange

B. Using data on different devices

If ***TAP****UCATE* shall be used simultaneously on different devices and the student data shall always be up to date on both devices, it is recommended to set up a cloud synchronization.

The data can then be updated via the cloud with the functions data backup and restoration.

We've made good experiences with Dropbox™ and Dropsync™. Of course, that works with other cloud services as well, e.g. GoogleDrive™.

Initial configuration

To begin with, ***TAPUCATE*** has to be **installed** on both devices (smartphone and/or tablet). It makes no difference if it is the ***TAP****UCATE*-teacher app or the ***TAP****UCATE*-teacher tablet.

If **student pictures** are used, they have to be identical on both devices. Please start with copying the student pictures from the directory **TAPUCATE/Images** of device 1 to the same directory of device 2.

As next step a backup shall be made on both devices with a new Dropbox™ directory, which can be used for the synchronization later on.

Therefore the following "Settings" shall be made via → "Security":

➔ Enter own email address under:
→ **Data backup** → **Backup email address**

➔ Activate the automatic backup:
→ **Automatic backup** → **Use auto backup**

➔ Enter password for the auto backup file via:
→ **Automatic backup** → **Password (at least 4 characters)**

➔ Define interval via:
→ **Auto backup** → **Interval** "after each exit"

➔ Optional: Activate email transmission via:
→ **Automatic backup** → **Send auto backup via email**

➔ Define a new auto backup directory for the cloud synchronization via:
→ **Automatic backup** →**Path for auto backup**
e.g. „**Dropbox_AutoBackup**

XI. Data Exchange

If the program is closed on both devices, an automatic backup will be started and ***TAP**UCATE* will create a new directory "Dropbox_TAPUCATE" on both devices and the backup file "AC_Backup_V19_(date)_(time)"will be saved here. This will be synchronized with the synchronization app and can then be restored accordingly.

Therefore the cloud-/sync-app has to be **installed and set up once**.

- ➔ Install cloud-and sync app, e.g. **Dropbox™** AND **Dropsync™** on the smartphone/tablet
- ➔ Register on the Dropbox™ website on the Internet
- ➔ Install the PC-version of Dropbox™ on the PC.
- ➔ Create a subdirectory, e.g. "***TAP**UCATE*" in the new Dropbox™ directory with the file manager.
- ➔ Open the Dropsync™ app on the smartphone/tablet and connect to the Dropbox™ account
- ➔ Then it has to be defined, which directories shall be synchronized, and at which intervals:

  → Function: **Synced Folders**
  → Local: /Dropbox_TAPUCATE
  → Dropbox™: /TAPUCATE
  → Function: **Autosync Intervall**

With these settings, always the latest auto backup file will be copied to the cloud. The exact timing is determined by the synchronization interval defined in the app Dropsync (→ function: **Autosync Interval**).

Data exchange

After the setup and the linkage of all data, a reconciliation process of the data can then be started quickly and easily.

For example, current data shall be transmitted from device 1 (e.g. tablet) to device 2 (e.g. smartphone). Therefore the followings steps are required.

Steps for device 1 (e.g. tablet):

- ➔ Quit ***TAP**UCATE* (→ from the class overview via the back button) and wait for the note: "Data backup successfully completed! "
- ➔ Depending on the interval (→ function: **Autosync Interval**) defined in Dropsync the data will be saved to the cloud.
- ➔ The synchronization can easily be started manually, too:
  → open DropSync
  → Menu: Sync Now

Steps for device 2 (e.g. smartphone):

➔ App Dropsync: Start synchronization once again
→ Menu: Sync Now

➔ open ***TAP****UCATE*

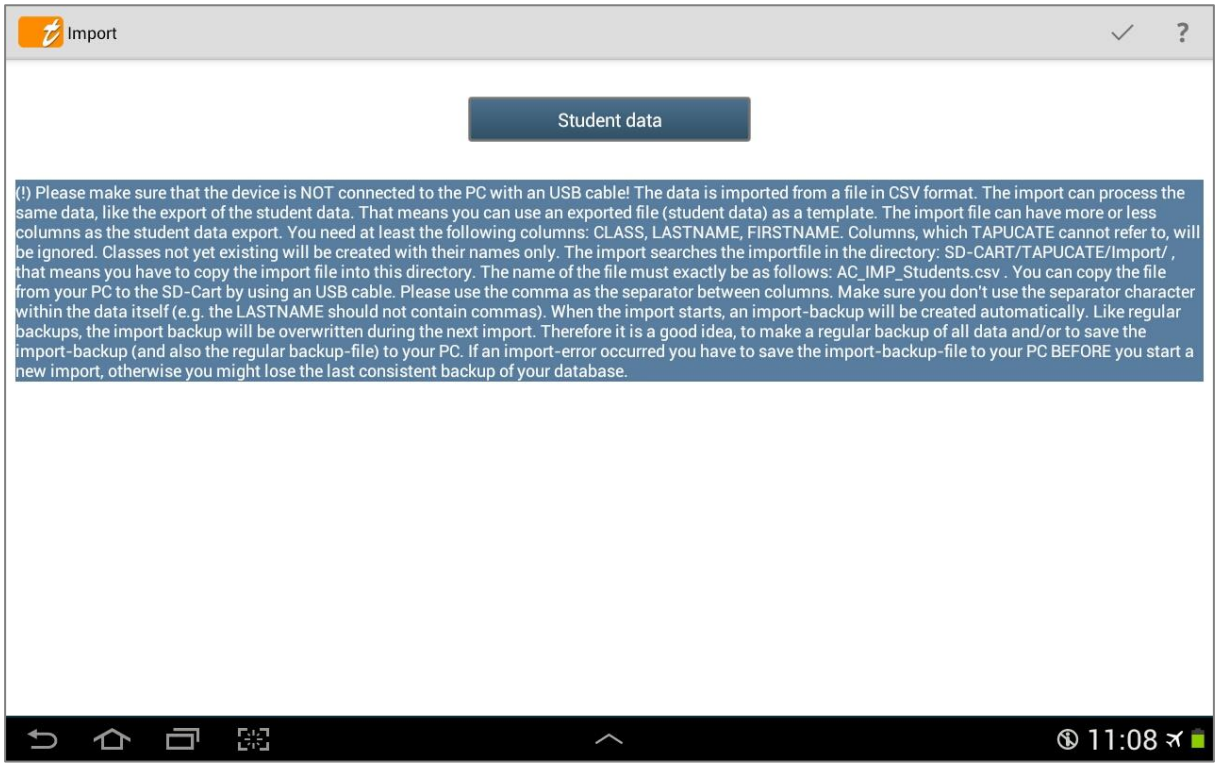
➔ Restore data via the function
→ Data backup → **Restore data (from auto backup)**

Then the current data will be on device 2 (e.g. smartphone). If then changes are made here that shall be transmitted to device 1 (e.g. tablet), ***TAP****UCATE* has to be closed again – and the synchronization has to be started on device 2 first, after that on device 2 and via the function “Restore Data” the new data will be available on device 1 and can be edited again, and so on…

XII. Import/ Export student data

A. Import student data

Student data can be imported to ***TAP****UCATE* per CSV-file. CSV-files are text files that can be processed and saved with almost every spreadsheet program.


Import
Student data
(!) Please make sure that the device is NOT connected to the PC with an USB cable! The data is imported from a file in CSV format. The import can process the same data, like the export of the student data. That means you can use an exported file (student data) as a template. The import file can have more or less columns as the student data export. You need at least the following columns: CLASS, LASTNAME, FIRSTNAME. Columns, which TAPUCATE cannot refer to, will be ignored. Classes not yet existing will be created with their names only. The import searches the importfile in the directory: SD-CART/TAPUCATE/Import/ , that means you have to copy the import file into this directory. The name of the file must exactly be as follows: AC_IMP_Students.csv . You can copy the file from your PC to the SD-Cart by using an USB cable. Please use the comma as the separator between columns. Make sure you don't use the separator character within the data itself (e.g. the LASTNAME should not contain commas). When the import starts, an import-backup will be created automatically. Like regular backups, the import backup will be overwritten during the next import. Therefore it is a good idea, to make a regular backup of all data and/or to save the import-backup (and also the regular backup-file) to your PC. If an import-error occurred you have to save the import-backup-file to your PC BEFORE you start a new import, otherwise you might lose the last consistent backup of your database.
11:08

There are different ways of creating a CSV-file:

- ➔ Creation of a CSV-file with Microsoft Excel™
- ➔ Creation of a CSV-file with Mac™ OS Excel
- ➔ Creation of a CSV-file with OpenOffice
- ➔ Manual Creation of a CSV-file „by hand“

On our website you will find downloadable import files under the item tutorials:

- ➔ CSV-file AC_IMP_Students.csv
- ➔ Microsoft Excel™ Import-File AC_IMP_Students.xls
- ➔ LibreOffice (OpenOffice) Import-file AC_IMP_Students.ods

The CSV-file can be loaded for testing purposes. The Excel™-/ODF™-files are for further processing.

XII. Import/Export

Import with Microsoft Excel™

If the CSV-file shall be created via **Microsoft Excel™**, the following procedure is recommended for a trouble-free import:

In an empty Microsoft Excel™ table the first line must contain the column headings.

The following column headings with exactly these names can be used:

Class; Lastname; Firstname; Picture; Marker; Remark; Note; Gender; Birthday; Organisation; ID; Sortindex; Languages;

Contact1Prefix; Contact1Lastname; Contact1Firstname; Contact1eMail; Contact1TelNo; Contact1TelNo2; Contact1TelNo3; Contact1Street; Contact1HouseNo; Contact1PostalCode; Contact1City;

Contact2Prefix; Contact2Lastname; Contact2Firstname; Contact2eMail; Contact2TelNo; Contact2TelNo2; Contact2TelNo3; Contact2Street; Contact2HouseNo; Contact2PostalCode; Contact2City;

Contact3Prefix; Contact3Lastname; Contact3Firstname; Contact3eMail; Contact3TelNo; Contact3TelNo2; Contact3TelNo3; Contact3Street; Contact3HouseNo; Contact3PostalCode; Contact3City

The columns **class, last name and first name have to exist**; all other columns can be created arbitrarily. Their order is not relevant.

In the following lines the student data of ALL classes are entered one below the other. There must be no empty line between them.

If one student is assigned with more classes/courses, there have to be **2 spaces** between the classes/courses.

See following example:

Class	Lastname	Firstname	Picture	Remark	Note	Gender	Birthday	Organisation	ID
8b	Demo	Daniel	Demo,Daniel.jpg	Test	Going to change school	m	2000-02-02	XY Ltd	YX12
8b LG2	Muster	Max	Muster,Max.jpg	Test2	Marathon	m	2000-03-03	XY Ltd	YX23
8b LG2 LG3	Test	Tina	Test,Tina.jpg	Test3	Marathon	f	2000-04-04	XY Ltd	YX34
8b LG3	Beispiel	Bettina	Beispiel,Bettina.jpg	Test	Support in sports?	f	2000-05-05	XY Ltd	YX12
10a	Demo	Daniela	Demo,Daniela.jpg	Test4	XY	f	2000-06-06	XY Ltd	YX23
10a LGSpCitys	Muster	Maximilian	Muster,Maximilian.jpg	Test5	XY	m	2000-07-07	XY Ltd	YX34

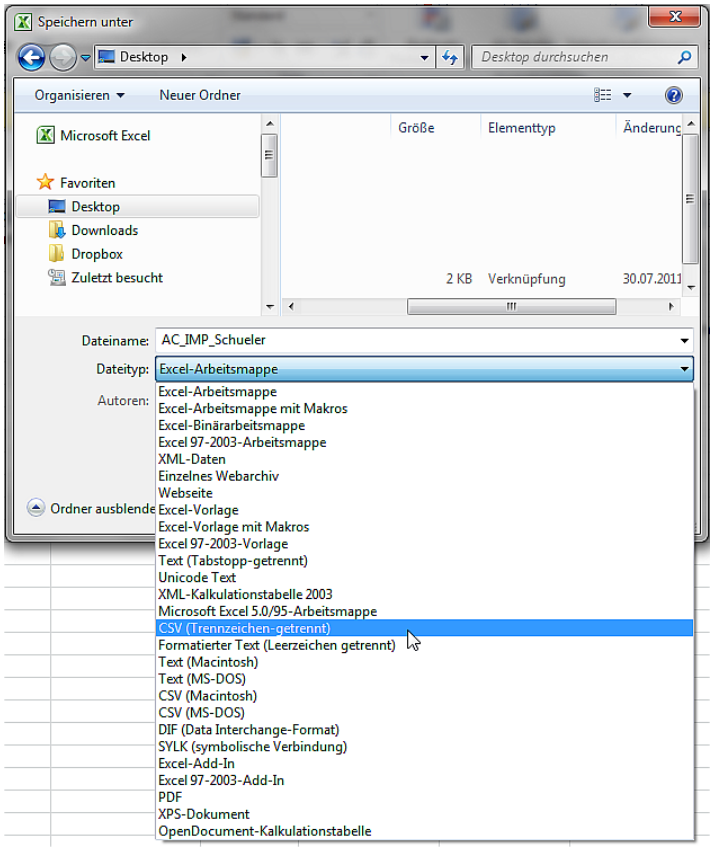
Class: the first mentioned class is additionally set as **base class.**

Please do strictly observe that the birthday has the „complete" format JJJJ.MM.DD – e.g. 2001-01-01, NOT 01.01.01!

Usually the date will be recognized by Excel™ and the date will be completed with the whole year figure. If this is not the case, reformatting is imperatively required!

XII. Import/Export

If all data have been entered, the file has to be saved as CSV-file via “Save as“. The file must have the **exact name: AC_IMP_Students.csv**



IMPORTANT: The CSV-format must be selected under file type (separators disconnected). If a different file type is chosen, the mutated vowels will not be recognized which might provoke system crashes!

ONE HINT: If the file is saved in the “standard format” first, it can be easily edited and/or supplemented later on.

Now please connect the smartphone with the PC via USB first and store the import file to the following, **already existing directory**:

/TAPUCATE/Import

If student pictures shall be imported as well, the picture files have to be copied to the following, **already existing directory**:

/TAPUCATE/ImageImport

For further information about importing student pictures, see: ➲ „Importing student pictures“, page 128.

ATTENTION: Please disconnect the smartphone from the PC then and remove the cable from your mobile phone!

During the import the device must not be connected with the PC, because otherwise the access will be blocked! In this case you will see the error message “FILE OR DIRECTORY DOES NOT EXIST“!

Now the import can be started:

Via the button **Menu** → **Dataimport** the import can be started with one tap on the field → **Student data.**

TAP*UCATE* will **automatically** create a **backup** when the import is started, but this will be overwritten by following imports.

XII. Import/Export

ATTENTION: If an **import** has been **erroneous**, it is important to copy the backup to the PC, before the process of the import is repeated. You will find the import backup under:

/TAPUCATE/Backup/AC_ImportBackup.dat

If imported pictures shall be displayed in the class list as well, this feature has to be activated via the button **Settings → Classes/courses lists → Show student pictures**.

Import with Mac™ OS Excel

If the CSV-file shall be created via **Mac™ OS Excel**, the following procedure is recommended for a trouble-free import:

In an empty **Mac™ OS Excel** table the first line must contain the column headings.

The following column headings with exactly these names can be used:

Class; Lastname; Firstname; Picture; Marker; Remark; Note; Gender; Birthday; Organisation; ID; Sortindex; Languages;

Contact1Prefix; Contact1Lastname; Contact1Firstname; Contact1eMail; Contact1TelNo; Contact1TelNo2; Contact1TelNo3; Contact1Street; Contact1HouseNo; Contact1PostalCode; Contact1City;

Contact2Prefix; Contact2Lastname; Contact2Firstname; Contact2eMail; Contact2TelNo; Contact2TelNo2; Contact2TelNo3; Contact2Street; Contact2HouseNo; Contact2PostalCode; Contact2City;

Contact3Prefix; Contact3Lastname; Contact3Firstname; Contact3eMail; Contact3TelNo; Contact3TelNo2; Contact3TelNo3; Contact3Street; Contact3HouseNo; Contact3PostalCode; Contact3City

The columns **“Class”, “Lastname”** and **“Firstname” have to exist**; all other columns can be created arbitrarily. Their order is not relevant.

In the following lines the student data of ALL classes are entered one below the other. There must be no empty line between them.

If one student is assigned with more classes/courses, there have to be **2 spaces** between the classes/courses.

XII. Import/Export

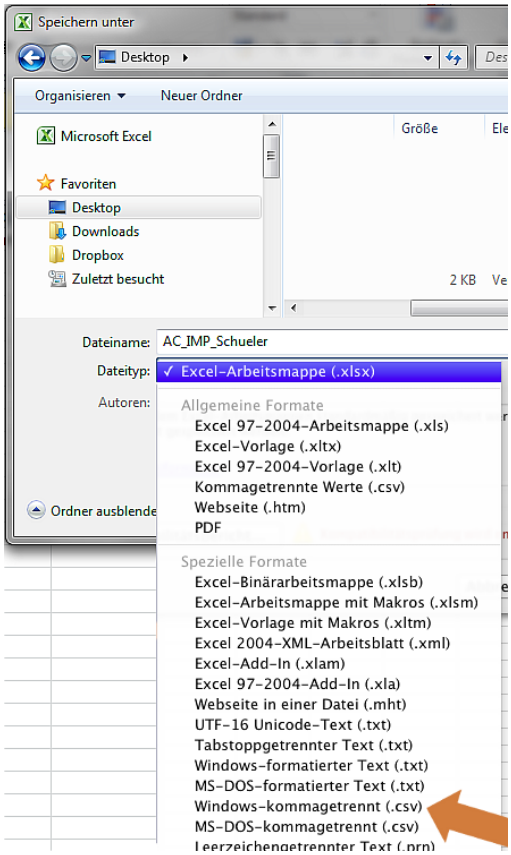
See following example:

Class	Lastname	Firstname	Picture	Remark	Note	Gender	Birthday	Organisation	ID
8b	Demo	Daniel	Demo,Daniel.jpg	Test	Going to change school	m	2000-02-02	XY Ltd	YX12
8b LG2	Muster	Max	Muster,Max.jpg	Test2	Marathon	m	2000-03-03	XY Ltd	YX23
8b LG2 LG3	Test	Tina	Test,Tina.jpg	Test3	Marathon	f	2000-04-04	XY Ltd	YX34
8b LG3	Beispiel	Bettina	Beispiel,Bettina.jpg	Test	Support in sports?	f	2000-05-05	XY Ltd	YX12
10a	Demo	Daniela	Demo,Daniela.jpg	Test4	XY	f	2000-06-06	XY Ltd	YX23
10a LGSpCitys	Muster	Maximilian	Muster,Maximilian.jpg	Test5	XY	m	2000-07-07	XY Ltd	YX34

Please do strictly observe that the birthday has the „complete" format JJJJ.MM.DD – e.g. 2001-01-01, NOT 01.01.01!

Usually the date will be recognized by Mac™ OS Excel and the date will be completed with the whole year figure. If this is not the case, reformatting is imperatively required!

If all data have been entered, the file has to be saved as CSV-file via "Save as". The file must have the **exact name: AC_IMP_Students.csv**



IMPORTANT: The CSV-format **Windows-comma separated** must be selected under file type. If a different file type is chosen, the mutated vowels will not be recognized which might provoke system crashes!

ONE HINT: If the file is saved in the "standard format" first, it can be easily edited and/or supplemented later on.

It is only now that you please connect the smartphone with the PC via USB first and store the import file to the following, **already existing directory**:

/TAPUCATE/Import

If student pictures shall be imported as well, the picture files have to be copied to the following, **already existing directory**:

/TAPUCATE/ImageImport

For further information about importing student pictures, see: ➲ „Importing student pictures", page 128.

ATTENTION: Please disconnect the smartphone from the PC then and remove the cable from your mobile phone!

During the import the device must not be connected with the PC, because otherwise the access will be blocked! In this case you will see the error message "FILE OR DIRECTORY DOES NOT EXIST"!

Now the import can be started:

Via the button **Menu** → **Data import** the import can be started with one tap on the field → **Student data.**

TAP*UCATE* will **automatically** create a **backup** when the import is started, but this will be overwritten by following imports.

ATTENTION: If an **import** has been **erroneous**, it is important to copy the backup to the PC, before the process of the import is repeated. You will find the import backup under: **/*TAPUCATE*/Backup/AC_ImportBackup.dat**

If imported pictures shall be displayed in the class list as well, this feature has to be activated via the button **Settings → Classes/courses lists → Show student pictures**.

Import with OpenOffice (LibreOffice)

If the CSV-file shall be created via **OpenOffice respectively LibreOffice**, the following procedure is recommended for a trouble-free import:

In an empty table in OpenOffice respectively LibreOffice the first line must contain the column headings.

The following column headings with exactly these names can be used:

Class; Lastname; Firstname; Picture; Marker; Remark; Note; Gender; Birthday; Organisation; ID; Sortindex; Languages;

Contact1Prefix; Contact1Lastname; Contact1Firstname; Contact1eMail; Contact1TelNo; Contact1TelNo2; Contact1TelNo3; Contact1Street; Contact1HouseNo; Contact1PostalCode; Contact1City;

Contact2Prefix; Contact2Lastname; Contact2Firstname; Contact2eMail; Contact2TelNo; Contact2TelNo2; Contact2TelNo3; Contact2Street; Contact2HouseNo; Contact2PostalCode; Contact2City;

Contact3Prefix; Contact3Lastname; Contact3Firstname; Contact3eMail; Contact3TelNo; Contact3TelNo2; Contact3TelNo3; Contact3Street; Contact3HouseNo; Contact3PostalCode; Contact3City

The columns **“Class”, “Lastname”** and **“Firstname” have to exist**; all other columns can be created arbitrarily. Their order is not relevant.

In the following lines the student data of ALL classes are entered one below the other. There must be no empty line between them.

XII. Import/Export

If one student is assigned with more classes/courses, there have to be **2 spaces** between the classes/courses.

See following example:

Class	Lastname	Firstname	Picture	Remark	Note	Gender	Birthday	Organisation	ID
8b	Demo	Daniel	Demo,Daniel.jpg	Test	Going to change school	m	2000-02-02	XY Ltd	YX1
8b LG2	Muster	Max	Muster,Max.jpg	Test2	Marathon	m	2000-03-03	XY Ltd	YX2
8b LG2 LG3	Test	Tina	Test,Tina.jpg	Test3	Marathon	f	2000-04-04	XY Ltd	YX3
8b LG3	Beispiel	Bettina	Beispiel,Bettina.jpg	Test	Support in sports?	f	2000-05-05	XY Ltd	YX1
10a	Demo	Daniela	Demo,Daniela.jpg	Test4	XY	f	2000-06-06	XY Ltd	YX2
10a LGSpCitys	Muster	Maximilian	Muster,Maximilian.jpg	Test5	XY	m	2000-07-07	XY Ltd	YX3

Please do strictly observe that the birthday has the „complete" format JJJJ.MM.DD. – e.g. 2001-01-01 NOT 01.01.01!

In OpenOffice, respectively LibreOffice normally the "simple" date (01.01.01) is adjusted. For that reason a reformatting of the whole column "birthday" is required:

→ Mark "Birthday"-column → Click right mouse button

→ Format Cells→ Category: Date

→ Format: JJJJ.MM.DD (1999-12-31) → OK

If all data have been entered, the file has to be saved as "**Text CSV**" via "Save as". Now already the file should be named as "AC_IMP_Students.csv". After the confirmation of a format request the following dialogue will open:

IMPORTANT: The character set must be adjusted to **Western Europe** or **Unicode (UT-F8)**, the field delimiter must be "**;**" (respectively according to the ***TAP****UCATE*-settings) and the field separator must be empty (as standard it is ").

The empty field separator cannot be selected, but it is really necessary to click on the field and to remove it with the keypad. It should now be possible to import the thus created file to ***TAP****UCATE* without any difficulty.

ONE HINT: If the file is saved in the "standard format" first, it can be easily edited and/or supplemented later on.

It is only now that you please connect the smartphone with the PC via USB first and store the import file to the following, **already existing directory**:

/TAPUCATE/Import

If student pictures shall be imported as well, the picture files have to be copied to the following, **already existing directory**:

/TAPUCATE/ImageImport

For further information about importing student pictures, see: ➲ „Importing student pictures“, page 128.

ATTENTION: Please disconnect the smartphone from the PC then and remove the cable from your mobile phone!

During the import the device must not be connected with the PC, because otherwise the access will be blocked! In this case you will see the error message “FILE OR DIRECTORY DOES NOT EXIST“!

Now the import can be started:

Via the button **Menu** → **Data import** the import can be started with one tap on the field → **Student data.**

TAP*UCATE* will **automatically** create a **backup** when the import is started, but this will be overwritten by following imports.

ATTENTION: If an **import** has been **erroneous**, it is important to copy the backup to the PC, before the process of the import is repeated. You will find the import backup under: **/TAPUCATE/Backup/AC_ImportBackup.dat**

If imported pictures shall be displayed in the class list as well, this feature has to be activated via the button **Settings → Classes/courses lists → Show student pictures.**

Import using a manually created CSV-file

It is also possible to create a CSV-file manually „by hand“. However, experience has shown that this method is very error-prone during the input / creation.

It is imperatively required to consider the following points:

1. The following information can be imported with these titles:

Class; Lastname; Firstname; Picture; Marker; Remark; Note; Gender; Birthday; Organisation; ID; Sortindex; Languages;

Contact1Prefix; Contact1Lastname; Contact1Firstname; Contact1eMail; Contact1TelNo; Contact1TelNo2; Contact1TelNo3; Contact1Street; Contact1HouseNo; Contact1PostalCode; Contact1City;

Contact2Prefix; Contact2Lastname; Contact2Firstname; Contact2eMail; Contact2TelNo; Contact2TelNo2; Contact2TelNo3; Contact2Street; Contact2HouseNo; Contact2PostalCode; Contact2City;

Contact3Prefix; Contact3Lastname; Contact3Firstname; Contact3eMail; Contact3TelNo; Contact3TelNo2; Contact3TelNo3; Contact3Street; Contact3HouseNo; Contact3PostalCode; Contact3City

2. Once a separator (e.g. semi colon) has been defined, it MUST be used in the entire file at all costs.

3. There must be NO spaces between the individual names.

4. If one student is assigned with more classes/courses, there have to be **2 spaces** between the classes/courses.

5. The birth date has to be entered „completely“: JJJJ-MM-DD

6. The number of the separators MUST be identical with the number of the headlines.

See following example:

Class;Lastname;Firstname;Remark;Note;Gender;Birthday;Organisation Picture
10a LG2;Demo;Daniel;;;m;1996-01-01;Musterbetrieb;
10a;Muster;Max;;Support in sports?;m; 1996-03-03;;MaxMuster.jpg
12c;Test;Tina;going to change school 01.09.;;w; 1996-05-05;;TinaTest.jpg

It is only now that you please connect the smartphone with the PC via USB first and store the import file to the following, **already existing directory**:

/TAPUCATE/Import

If student pictures shall be imported as well, the picture files have to be copied to the following, **already existing directory**:

/TAPUCATE/ImageImport

For further information about importing student pictures, see: ➲: „Importing student pictures“, page 128.

ATTENTION: Please disconnect the smartphone from the PC then and remove the cable from your mobile phone!

During the import the device must not be connected with the PC, because otherwise the access will be blocked! In this case you will see the error message “FILE OR DIRECTORY DOES NOT EXIST“!

Now the import can be started:

Via the button **Menu** → **Data import** the import can be started with one tap on the field → **Student data.**

TAP*UCATE* will **automatically** create a **backup** when the import is started, but this will be overwritten by following imports.

ATTENTION: If an **import** has been **erroneous**, it is important to copy the backup to the PC, before the process of the import is repeated. You will find the import backup under: **/TAPUCATE/Backup/AC_ImportBackup.dat**

If imported pictures shall be displayed in the class list as well, this feature has to be activated via the button **Settings → Classes/courses lists → Show student pictures**.

Importing student pictures

Student pictures can also be imported with the CSV-file.

IMPORTANT: In order to avoid storage problem and consequently import problems, the picture files should not exceed 2.000 kb/2Mb.

You will have the best and quickest result with an image size of approximately 50 kb.

The name of the import column is “Picture“.

The file names of the student pictures can be entered here. The name needs to be exactly identical with the file name and needs to have the .jpg-ending.

A	B	C	D
Class	**Lastname**	**Firstname**	**Picture**
8b	Demo	Daniel	Demo,Daniel.jpg
8b LG2	Muster	Max	Muster,Max.jpg
8b LG2 LG3	Test	Tina	Test,Tina.jpg
8b LG3	Beispiel	Bettina	Beispiel,Bettina.jpg
10a	Demo	Daniela	Demo,Daniela.jpg
10a LGSpCitys	Muster	Maximilian	Muster,Maximilian.jpg

The picture files must be copied to the already existing directory **/TAPUCATE/ImageImport BEFORE they can be imported** to ***TAP****UCATE*.

During the import the picture files are downsized in order to enable a quicker display in ***TAP****UCATE*.

TAP*UCATE* will save the new, renamed pictures to the following, already existing directory:

/TAPUCATE/Images

NOTE: All original pictures, no matter if they have been taken with the camera of the smartphone/tablet, or if they have been imported via the import (directory→ ***TAP****UCATE*/ ImageImport), **CAN** be deleted after a successful student assignment.

After a successful import via the function **Menu** → **Data import** the display of the student pictures must be activated in the class overview, if desired.

Via the button → Settings → Class-/course lists → **Show student pictures** this can be adjusted.

Import: Updating or completing student data

An existing import file can be changed at any time:

- ➔ Add classes
- ➔ Add students
- ➔ Change or delete individual students' data

These changes/supplements will be integrated into *TAPUCATE* by further imports.

The columns **class, first name, last name** are always needed in order to identify the student.

For that reason students including all student data cannot be deleted with the import.

ATTENTION: It is necessary to ensure, that the import file does really contain the **current** student data. Changes made previously directly in ***TAP****UCATE* that are not contained in the import file, will be overwritten!

During the import ***TAP****UCATE* is unable to distinguish between what you want to have overwritten and what not. In that sense it might be possible that you intend to update or correct the changes made in ***TAP****UCATE* per import.

For that reason it makes sense to limit the import to those data, which shall actually be overwritten, respectively supplemented!

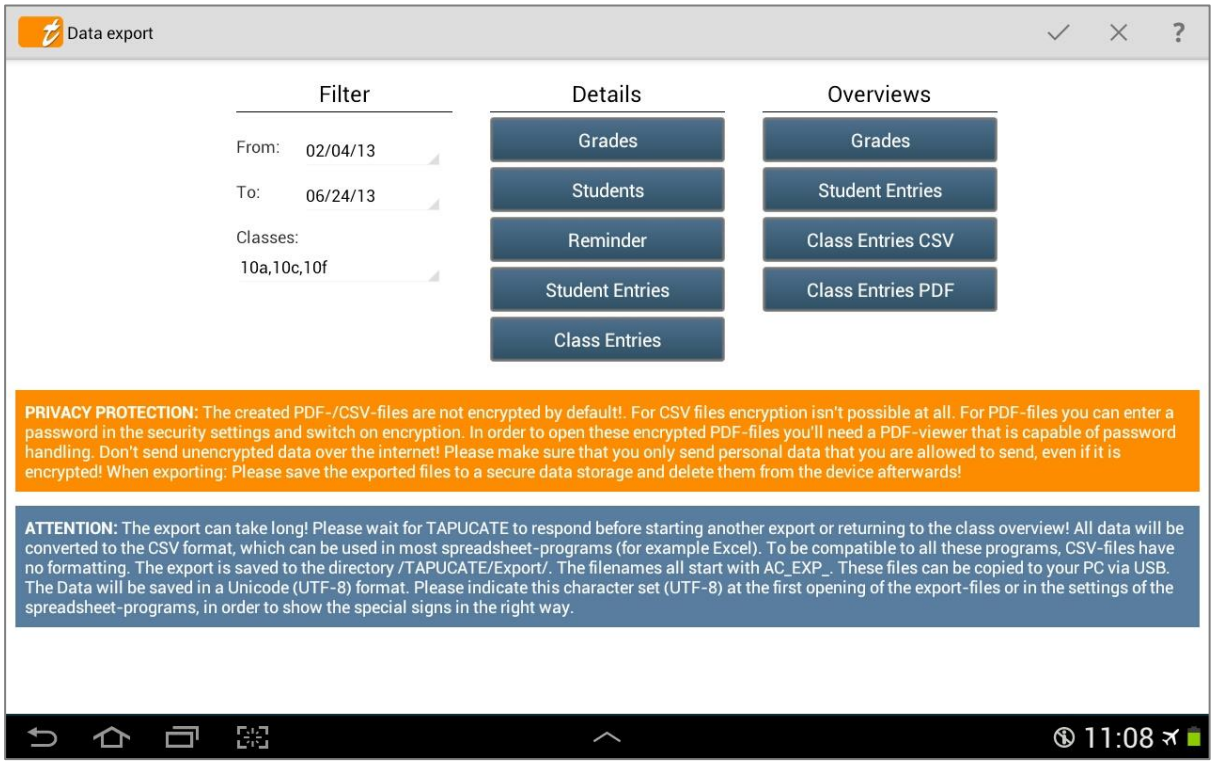
- ➔ Example: You only want to change the birthday

In this case the import file should only contain the columns class, first name and birthday; ideally limited to the students involved.

IMPORTANT: Before doing such actions please run a data export of the class entries (Function → Menu → Data export → Class entries) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please save the export file and the backup file at an external location, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

XII. Import/Export

B. Data Export


Data export
Filter
From: 02/04/13
To: 06/24/13
Classes:
10a,10c,10f
Details
Grades
Students
Reminder
Student Entries
Class Entries
Overviews
Grades
Student Entries
Class Entries CSV
Class Entries PDF
PRIVACY PROTECTION: The created PDF-/CSV-files are not encrypted by default!. For CSV files encryption isn't possible at all. For PDF-files you can enter a password in the security settings and switch on encryption. In order to open these encrypted PDF-files you'll need a PDF-viewer that is capable of password handling. Don't send unencrypted data over the internet! Please make sure that you only send personal data that you are allowed to send, even if it is encrypted! When exporting: Please save the exported files to a secure data storage and delete them from the device afterwards!
ATTENTION: The export can take long! Please wait for TAPUCATE to respond before starting another export or returning to the class overview! All data will be converted to the CSV format, which can be used in most spreadsheet-programs (for example Excel). To be compatible to all these programs, CSV-files have no formatting. The export is saved to the directory /TAPUCATE/Export/. The filenames all start with AC_EXP_. These files can be copied to your PC via USB. The Data will be saved in a Unicode (UTF-8) format. Please indicate this character set (UTF-8) at the first opening of the export-files or in the settings of the spreadsheet-programs, in order to show the special signs in the right way.
11:08

The export function is provided for a further processing of the ***TAP**UCATE* data and the creation of printouts. With the export CSV-/PDF-files are created. CSV-files are text files that can be processed and saved with almost every spreadsheet program.

IMPORTANT: This export function is **NOT** suitable to serve **as a backup**! The CSV-files cannot be re-imported! They are only for further processing and printing purposes. As an **additional safety feature** data exports shall nevertheless be started and saved externally on a regular basis.

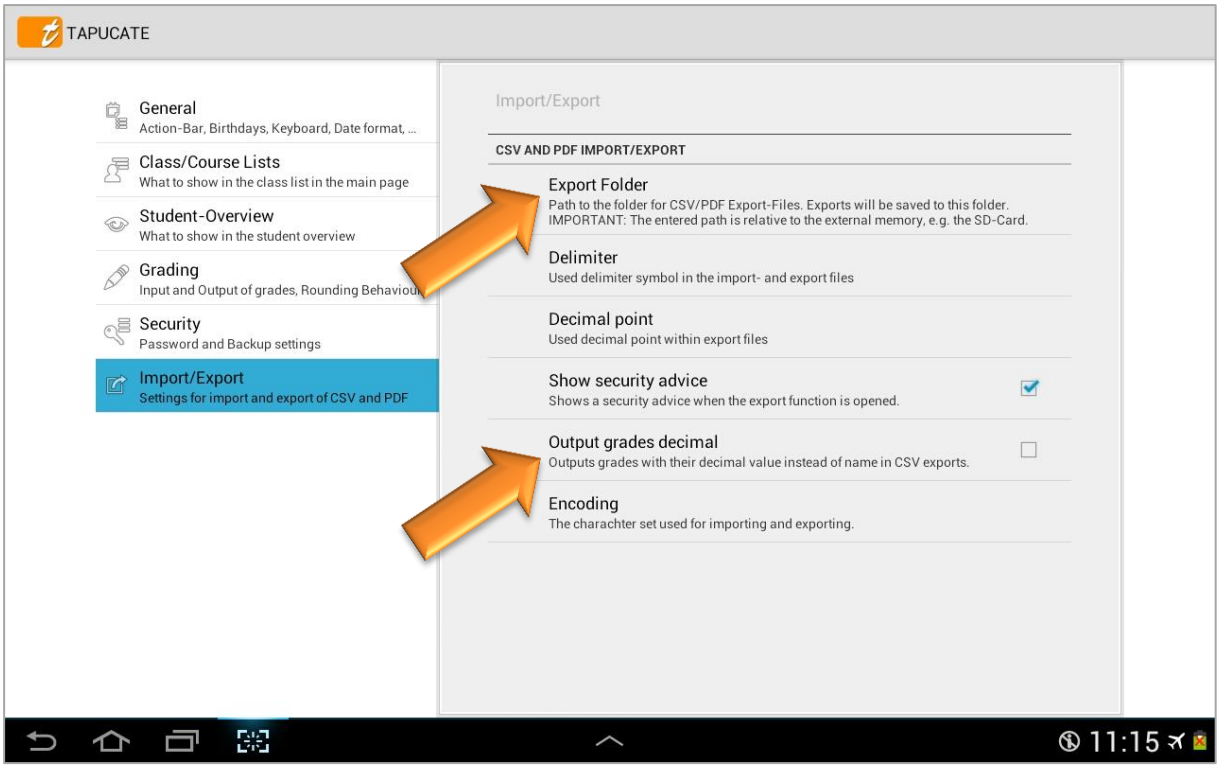
Different export functions are available with the following created export files:

➔ **Exports:**	**Standard-File: → /TAPUCATE/Export**
➔ Details	
○ Grades	○ → AC_EXP_Grade_Details.csv
○ Students	○ → AC_EXP_Students.csv
○ Reminder	○ → AC_EXP_Reminder.csv
○ Student Entries	○ → AC_EXP_Student_Entries.csv
○ Class Entries	○ → AC_EXP_Class_Entries.csv
➔ Overviews:	
○ Grades	○ → AC_EXP_Grade_Overview.csv
○ Student Entries	○ → AC_EXP_Student_Entries_Overview.csv
○ Class Entries	○ → AC_EXP_Class_Entries_Overview.csv
➔ PDF-Documents	
○ Class Entries	○ → AC_EXP_Class_Entries_Overview.pdf

XII. Import/Export

For the grade export it is possible to define that grades are output with their decimal value instead of the name via → Settings→ Import/Export → **Output grades decimal**.

Furthermore an **own directory** can be entered in the → Settings, to which all export files will then be saved.

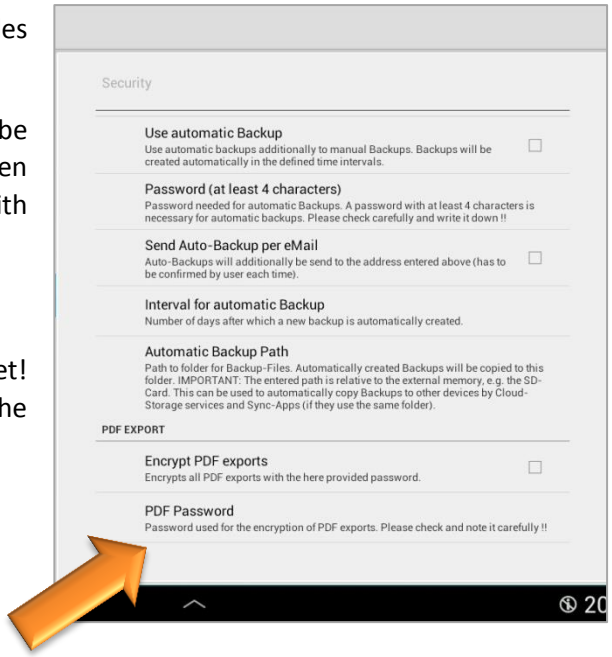

TAPUCATE
General
Action-Bar, Birthdays, Keyboard, Date format, ...
Class/Course Lists
What to show in the class list in the main page
Student-Overview
What to show in the student overview
Grading
Input and Output of grades, Rounding Behaviou
Security
Password and Backup settings
Import/Export
Settings for import and export of CSV and PDF
Import/Export
CSV AND PDF IMPORT/EXPORT
Export Folder
Path to the folder for CSV/PDF Export-Files. Exports will be saved to this folder.
IMPORTANT: The entered path is relative to the external memory, e.g. the SD-Card.
Delimiter
Used delimiter symbol in the import- and export files
Decimal point
Used decimal point within export files
Show security advice
Shows a security advice when the export function is opened.
Output grades decimal
Outputs grades with their decimal value instead of name in CSV exports.
Encoding
The charachter set used for importing and exporting.
11:15

If there has no directory been entered in the settings, the export files as CSC-files, respectively as PDF-files will be in the following standard directory on the smartphone/tablet → ***/TAPUCATE*/Export**

PRIVACY PROTECTION: As standard the created PDF-files are unencrypted.

Via → **Settings** → **Security** a password can be determined and an encryption can be activated. Then you will need a PDF-program that is able to deal with password protection.

Do not send any unencrypted data via the internet! Furthermore, for sending personal data it needs the permission of the people concerned!


Security
Use automatic Backup
Use automatic backups additionally to manual Backups. Backups will be created automatically in the defined time intervals.
Password (at least 4 characters)
Password needed for automatic Backups. A password with at least 4 characters is necessary for automatic backups. Please check carefully and write it down !!
Send Auto-Backup per eMail
Auto-Backups will additionally be send to the address entered above (has to be confirmed by user each time).
Interval for automatic Backup
Number of days after which a new backup is automatically created.
Automatic Backup Path
Path to folder for Backup-Files. Automatically created Backups will be copied to this folder. IMPORTANT: The entered path is relative to the external memory, e.g. the SD-Card. This can be used to automatically copy Backups to other devices by Cloud-Storage services and Sync-Apps (if they use the same folder).
PDF EXPORT
Encrypt PDF exports
Encrypts all PDF exports with the here provided password.
PDF Password
Password used for the encryption of PDF exports. Please check and note it carefully !!

XII. Import/Export

Start a data export

Via the button **Menu** → **Data export** the dialogue „Data export“ will be opened.

Before the export can be executed, it is **necessary** to make a selection first, for which **classes/courses** an export shall be executed. This can be done with a tap on **“Classes/courses”**.

In the field **from:/to:** an export **CAN** be further “encircled”. Normally, the “from:/to:”-date is the creation date of the grades/reminders/entries. Exception: In the student export the birthday is the object of consideration. If **NO date** is selected in these fields, all grades/reminders/entries will be exported automatically.

After that an export can be started with a tap on the desired export field.

Important! Depending on the amount of student data, the export may take some time.

It is only now (!) that you please connect the USB-cable and copy the files from the export directory (standard directory or own directory) to the PC for further processing with a spreadsheet program.

For more information about further processing with Microsoft Excel™, see: ➲ “Further processing using Microsoft Excel™“, page 136.

For more information about further processing with OpenOffice, respectively LibreOffice, see: ➲ „Further processing using OpenOffice/LibreOffice“, page 139.

a) Export: Details Grades

With the export of the grade details the CSV-file **AC_EXP_Grade_Details.csv** will be created. It contains the following data:

Class, Lastname, Firstname, Subject, Category, SubCategory, Grade, Value, Weight, Date, Description, Remark

	A	B	C	D	E	F	G	H	I	J	K	L
1	Class	Lastname	Firstname	Subject	Category	SubCategory	Grade	Value	Weight	Date	Description	Remark
2	10a	Demodata	Daniel	English	Participation		B	3		2013-01-20		
3	10a	Demodata	Daniel	English	Classwork		B	3		2013-01-27		
4	10a	Demodata	Daniel	English	Homework		A	4		2013-01-31	Homework	
5	10a	Demodata	Daniel	Sport	1st quarter	Athletics	A	4		2013-02-04		
6	10a	Demodata	Daniel	English	Tests		B	3	2	2013-02-05	1st test	Romeo & Juliet
7	10a	Demodata	Daniel	Sport	1st quarter	Baseball	B	3		2013-02-05	Lesson: Baseball	
8	10a	Demodata	Daniel	Sport	1st quarter	Baseball	B	3		2013-02-05		
9	10a	Example	Eva	English	Participation		A	4		2013-01-29		
10	10a	Example	Eva	English	Homework		B	3		2013-01-31	Homework	
11	10a	Example	Eva	English	Classwork		B	3		2013-02-05		
12	10a	Example	Eva	English	Tests		A	4	2	2013-02-05	1st test	Romeo & Juliet
13	10a	Example	Eva	Sport	1st quarter	Baseball	A	4		2013-02-05	Lesson: Baseball	
14	10a	Example	Eva	English	Classwork		B	3		2013-02-07	Classwork	
15	10a	Example	Emil	English	Tests		C	2		2013-03-05	2nd test	Romeo & Juliet
16	10a	Example	Emil	English	Tests		C	2		2013-03-26	3rd test	Romeo & Juliet
17	10a	Example	Emil	English	Homework		A	4		2013-04-07		
18	10a	Example	Emil	English	Classwork		B	3		2013-04-07		

b) Export: Details Students

With the export of the student data the CSV-file **AC_EXP_Students.csv** will be created. It contains the following data:

DBId, Class, Lastname, Firstname, Remark, Note, Gender, Birthday, Organisation, Sortindex, Id, Picture,

Contact1Lastname, Contact1Firstname, Contact1eMail, Contact1TelNo, Contact1Street, Contact1HouseNo, Contact1PostalCode, Contact1City, Contact1Prefix, Contact1Phone2, Contact1Phone3,

Contact2Lastname, Contact2Firstname, Contact2eMail, Contact2TelNo, Contact2Street, Contact2HouseNo, Contact2PostalCode, Contact2City, Contact2Prefix, Contact2Phone2, Contact2Phone3,

Contact3Lastname, Contact3Firstname, Contact3eMail, Contact3TelNo, Contact3Street, Contact3HouseNo, Contact3PostalCode, Contact3City, Contact3Prefix, Contact3Phone2, Contact3Phone3

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	DBId	Class	Lastname	Firstname	Remark	Note	Gender	Birthday	Organisation	Sortindex	Id	Picture	Contact1Lastname	Contact1First
2	3	10a	Demodata	Daniel		Going to change school 12/06	m	1997-05-20		10	XY123456	1366309917051.png	Demodata	Mother
3	4	10a	Example	Eva			f	1996-09-22		20		1366309935234.png	Example	Mother
4	5	10a	Test	Tina			f	1996-05-25		130		1366310010447.png	Test	Father
5	25	10a	Test	Tim			m	1996-04-25		80		1366309974860.png	Test	Mother
6	26	10a	Model	Micha			m	1996-10-06		40		1366309954238.png	Model	Mother
7	27	10a	10c Lustig	Lisa			m	1997-04-21		30		1366309942572.png	Lustig	Mother
8	64	10a	Muster	Maximilian			m	1996-07-07		160		1366310038942.png	Muster	Father
9	74	10a	Model	Martin		XY	m	1999-09-01		150		1366310018894.png	Model	Mother
10	101	10a	Model	Marlen			m	1999-09-02		170		1366310048934.png	Model	Mother
11	136	10a	Probe	Pauline			m	1997-02-01		100		1366309990614.png	Probe	Mother
12	137	10a	Probe	Peter			m	1997-12-25		120		1366310000190.png	Probe	Mother
13	138	10a	Zeigen	Zita			m	1997-11-11		50		1366309966280.png	Zeigen	Father
14	139	10a	Example	Emil			m			150		1366310029880.png	Example	Mother

c) Export: Details Reminder

With the export of the reminders the CSV-file **AC_EXP_Reminder.csv** will be created. It contains the following data:

Class, Lastname, Firstname, Subject, ReminderTitle, Targetdate, Description

	A	B	C	D	E	F	G
1	Class	Lastname	Firstname	Subject	ReminderTitle	Targetdate	Description
2	10a				DVD XY for Demo	2013-06-18	
3	10a	Zeigen	Zita	Sport	Lesson: Baseball - Absence	2013-05-08	
4	10a	Muster	Maximilian	English	Absence	2013-05-20	
5	10a	Probe	Peter	English	3rd test - Absence	2013-04-05	XY
6	10a	Model	Martin	English	Missing homework	2013-05-20	
7	10a	Test	Tim	English	2nd test - Absence	2013-03-11	
8	10a	Test	Tim	English	Missing homework	2013-06-19	

d) Export: Details Student Entries

With the export of the student entries the CSV-file **AC_EXP_Student_Entries.csv** will be created. It contains the following data:

Class, Lastname, Firstname, Subject, EntryTitle, Date, Excused, Remark, EntryType

XII. Import/Export

	A	B	C	D	E	F	G	H	I
1	Class	Lastname	Firstname	Subject	EntryTitle	Date	Excused	Remark	EntryType
2	10a	Demodata	Daniel	English	1st test	2013-02-05	1		Missing homework
3	10a	Demodata	Daniel	English	2nd test	2013-03-05	0		Absence
4	10a	Demodata	Daniel	English	3rd test	2013-03-26	0		Missing homework
5	10a	Demodata	Daniel	Sport	Lesson: Baseball	2013-03-26	0		Absence
6	10a	Demodata	Daniel	Sport	Lesson: Swimming	2013-03-07	1	broken finger	Absence
7	10a	Example	Eva	English		2012-04-24	1		Missing homework
8	10a	Example	Eva	English		2013-05-07	0		Participation +
9	10a	Example	Eva	English	2nd test	2013-03-05	1		Missing material

e) Export: Details Class Entries

With the export of the class entries the CSV-file **AC_EXP_Class_Entries.csv** will be created. It contains the following data:

Class, Subject, EntryTitle, Date, Remark, EntryType

	A	B	C	D	E	F
1	Class	Subject	EntryTitle	Date	Remark	EntryType
2	10a	English		09.05.2013	This is a demo. This is a demotext.	Homework
3	10a	English		09.05.2013	This is a demo. This is a demotext. This is a demo. This is a demotext.	Lesson Content
4	10a	English		16.05.2013	This is a demo. This is a demotext.	Lesson Content
5	10a	English		16.05.2013	This is a demo. This is a demotext. This is a demo. This is a demotext.	Homework
6	10a	English		21.05.2013	This is a demo. This is a demotext. This is a demo. This is a demotext.	Homework
7	10a	English		23.05.2013	This is a demo. This is a demotext.	Lesson Content
8	10a	English		23.05.2013	This is a demo. This is a demotext.	Homework
9	10a	English	Baseball	25.04.2013	This is a demo. This is a demotext	Lesson Content

f) Export: Overview Grades

With the export of the student grade overviews the CSV-file **AC_EXP_Grade_Overview.csv** will be created. It contains the following data:

Class/Course, Subject, Name, Final grade

Ø each category, Single grades of each category

	A	B	C	D	E	F	G	H	I	J	K	L
1	Student Grade-Overviews											
2												
3	Class/Course:	"10a"										
4												
5	Subject	Name	C-Final	T-Final 1	*HoWo Ø*	HoWo 02/26	HoWo 01/31	HoWo 02/06	HoWo 02/13	*Ref Ø*	Ref 04/20	Ref 03/2
6	English	Demodata, Daniel	3.29	4.00	*3.45*	A	A	B	B	*3.50*	A	B
7		Example, Emil	3.14		*4.00*	C	C	B			C	B
8		Example, Eva	3.15	2.50	*3.00*	B	n/a		A	*3.00*	B	A
9		Hank, Hans	3.07		*3.50*	B	B	A	B			B
10		Lustig, Lisa	1.91	2.60	*2.09*	C	B	C	D	*2.00*	B	B
11												
12	Subject	Name	C-Final	1st q Ø	*Athle Ø*	Athle 02/04	Athle 02/18	Athle 03/20	*Baseb Ø*	Baseb 02/05	Baseb 02/05	Baseb 03
13	Sport	Demodata, Daniel	3.55	3.55	*3.40*	A	B	B	*3.25*	B	B	A
14		Example, Emil	3.00	3.00	*4.00*	A	C	B	*3.00*	A	B	B
15		Hank, Hans	3.33	3.33	*3.00*		A		*4.00*	B		n/a

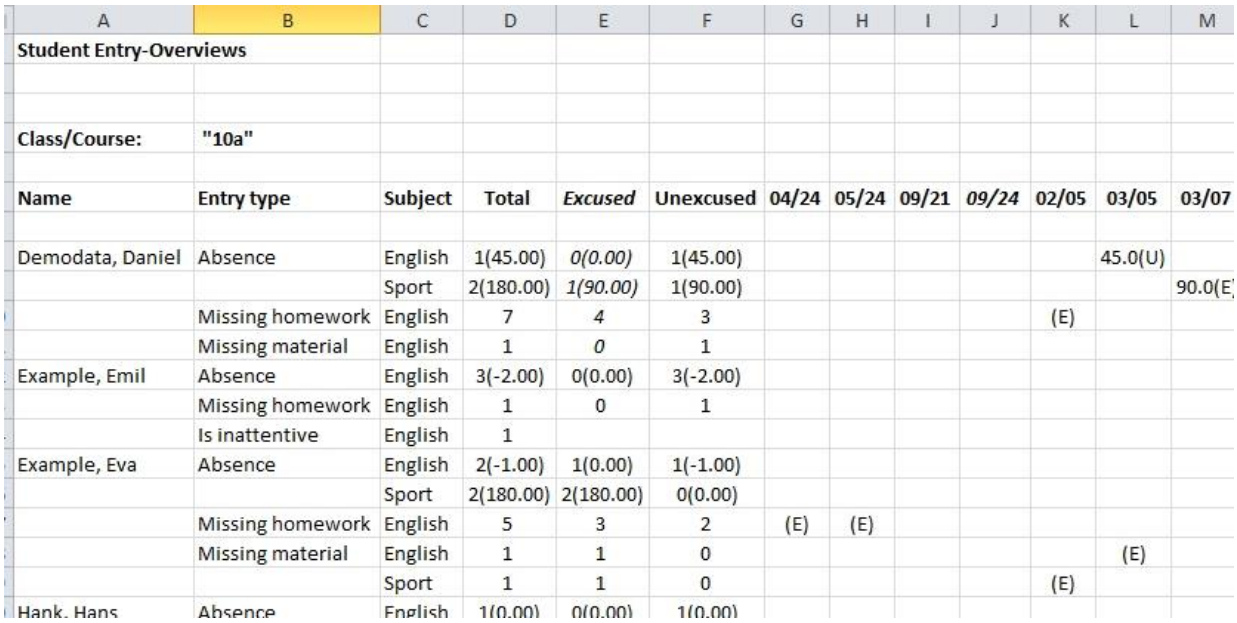
If desired, it can be defined that grades are output with their decimal values, instead of the name (1+, 1, 1-, ..). This can be done via → Settings→ Import/Export → **Output grades decimal**.

g) Export: Overview Student Entries

With the export of the student entry overview the CSV-file **AC_EXP_Student_Entries_Overview.csv** will be created. It contains the following data:

Class/Course, Name, Subject, Entry type

Total Entries (with Value), Excused Entries (with Value), Unexcused Entries (with Value), Data of all single enties with value and status (Excused or Unexcused)

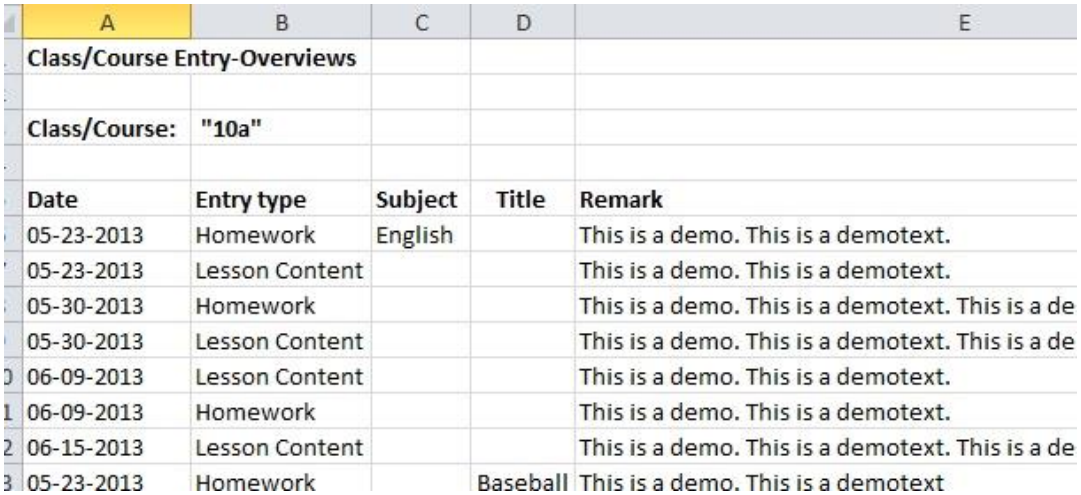


	A	B	C	D	E	F	G	H	I	J	K	L	M
	Student Entry-Overviews												
	Class/Course:	**"10a"**											
	Name	**Entry type**	**Subject**	**Total**	***Excused***	**Unexcused**	**04/24**	**05/24**	**09/21**	***09/24***	**02/05**	**03/05**	**03/07**
	Demodata, Daniel	Absence	English	1(45.00)	*0(0.00)*	1(45.00)						45.0(U)	
			Sport	2(180.00)	*1(90.00)*	1(90.00)							90.0(E
		Missing homework	English	7	*4*	3					(E)		
		Missing material	English	1	*0*	1							
	Example, Emil	Absence	English	3(-2.00)	0(0.00)	3(-2.00)							
		Missing homework	English	1	0	1							
		Is inattentive	English	1									
	Example, Eva	Absence	English	2(-1.00)	1(0.00)	1(-1.00)							
			Sport	2(180.00)	2(180.00)	0(0.00)							
		Missing homework	English	5	3	2	(E)	(E)					
		Missing material	English	1	1	0						(E)	
			Sport	1	1	0					(E)		
	Hank, Hans	Absence	English	1(0.00)	0(0.00)	1(0.00)							

h) Export: Overview Class Entries (CSV format)

With the export of the class entry overview the CSV-file **AC_EXP_Class_Entries_Overview.csv** will be created. It contains the following data:

Class/Course, Date, Entry type, Subject, Title, Remark



	A	B	C	D	E
	Class/Course Entry-Overviews				
	Class/Course:	**"10a"**			
	Date	**Entry type**	**Subject**	**Title**	**Remark**
	05-23-2013	Homework	English		This is a demo. This is a demotext.
	05-23-2013	Lesson Content			This is a demo. This is a demotext.
	05-30-2013	Homework			This is a demo. This is a demotext. This is a de
	05-30-2013	Lesson Content			This is a demo. This is a demotext. This is a de
0	06-09-2013	Lesson Content			This is a demo. This is a demotext.
1	06-09-2013	Homework			This is a demo. This is a demotext.
2	06-15-2013	Lesson Content			This is a demo. This is a demotext. This is a de
3	05-23-2013	Homework		Baseball	This is a demo. This is a demotext

XII. Import/Export

i) Export: Overview Class Entries (PDF format)

With the export of the class entry overview the PDF-file **AC_EXP_Class_Entries_Overview.PDF** will be created. It contains the following data:

Class/Course, Date, Entry type, Subject, Title, Remark

Class/Course Entry-Overviews

Class/Course: 10a				
Date	**Entry type**	**Subject**	**Title**	**Remark**
05/23	Homework	English		This is a demo. This is a demotext.
05/23	Lesson Content	English		This is a demo. This is a demotext.
05/21	Homework	English		This is a demo. This is a demotext. This is a demo. This is a demotext.
05/16	Homework	English		This is a demo. This is a demotext. This is a demo. This is a demotext.
05/16	Lesson Content	English		This is a demo. This is a demotext.
05/09	Homework	English		This is a demo. This is a demotext.
05/09	Lesson Content	English		This is a demo. This is a demotext. This is a demo. This is a demotext.
04/25	Lesson Content	English	Baseball	This is a demo. This is a demotext

This PDF-export is in the beta testing phase and may be used for free till the end of the testing phase. In order to be able to use the PDF-exports after their testing phase, it will then be possible to buy a PDF-extension module separately.

PRIVACY PROTECTION: As standard the created PDF-files are **unencrypted**!

Via → **Settings** → **Security** a password can be determined and an encryption can be activated. Then you will need a PDF-program that is able to deal with password protection.

Do not send any unencrypted data via the internet! Furthermore, for sending personal data it needs the permission of the people concerned!

Further processing using Microsoft Excel™

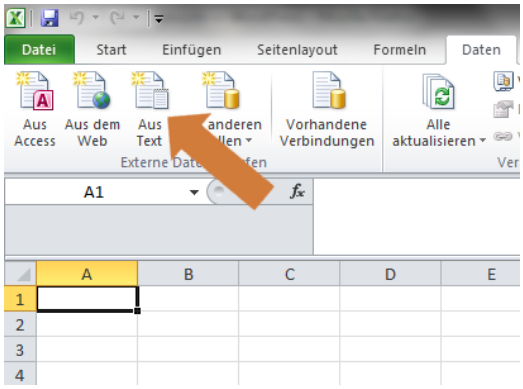
The CSV files created with the export function can for instance be exported to Microsoft Excel™ and further processed.

The following procedure is recommended for a trouble-free import:

XII. Import/Export

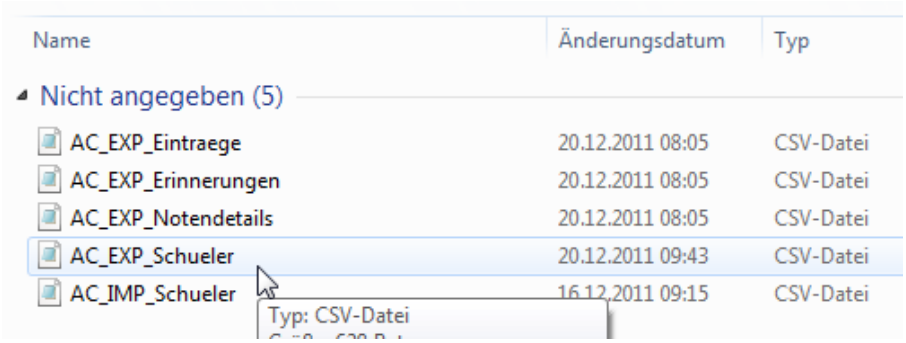
To begin with the export files from the own directory (if defined in the settings) or from the standard directory **/*TAPUCATE*/Export** of the smartphone/tablet have to be copied to the PC.

Then an empty Microsoft Excel™-document should be opened.



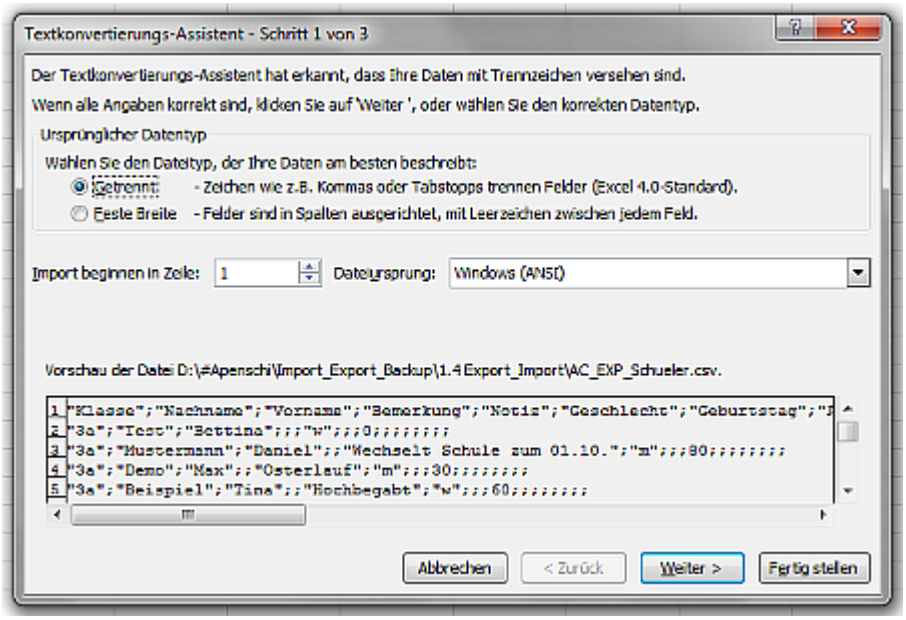
Select the function “From Text“ via the tab DATA – „retrieve external data“:

Then select the file that shall be imported:



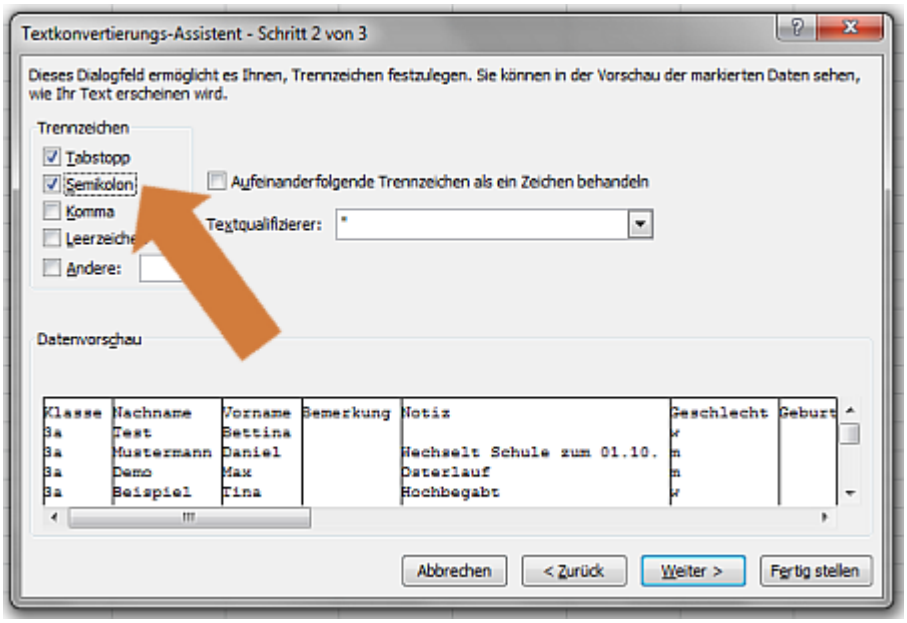
Please always select „separated“ in this dialogue.

Then … “Next>” …


Textkonvertierungs-Assistent - Schritt 1 von 3
Der Textkonvertierungs-Assistent hat erkannt, dass Ihre Daten mit Trennzeichen versehen sind.
Wenn alle Angaben korrekt sind, klicken Sie auf 'Weiter', oder wählen Sie den korrekten Datentyp.
Ursprünglicher Datentyp
Wählen Sie den Dateityp, der Ihre Daten am besten beschreibt:
Getrennt - Zeichen wie z.B. Kommas oder Tabstopps trennen Felder (Excel 4.0-Standard).
Feste Breite - Felder sind in Spalten ausgerichtet, mit Leerzeichen zwischen jedem Feld.
Import beginnen in Zeile: 1
Dateiursprung: Windows (ANSI)
Vorschau der Datei D:\#Apenschi\Import_Export_Backup\1.4 Export_Import\AC_EXP_Schueler.csv.
1 "Klasse";"Nachname";"Vorname";"Bemerkung";"Notiz";"Geschlecht";"Geburtstag";"
2 "3a";"Test";"Bettina";;;"w";;;0;;;;;;;;
3 "3a";"Mustermann";"Daniel";;"Wechselt Schule zum 01.10.";"m";;;80;;;;;;;;
4 "3a";"Demo";"Max";;"Osterlauf";"m";;;30;;;;;;;;
5 "3a";"Beispiel";"Tina";;"Hochbegabt";"w";;;60;;;;;;;;
Abbrechen
< Zurück
Weiter >
Fertig stellen

XII. Import/Export

In the next view as standard ONLY the tab stop is selected as a separator. Please select the semi colon, respectively the comma (depending on the ***TAP****UCATE* settings) here. Otherwise the data records won't be separated in cells.

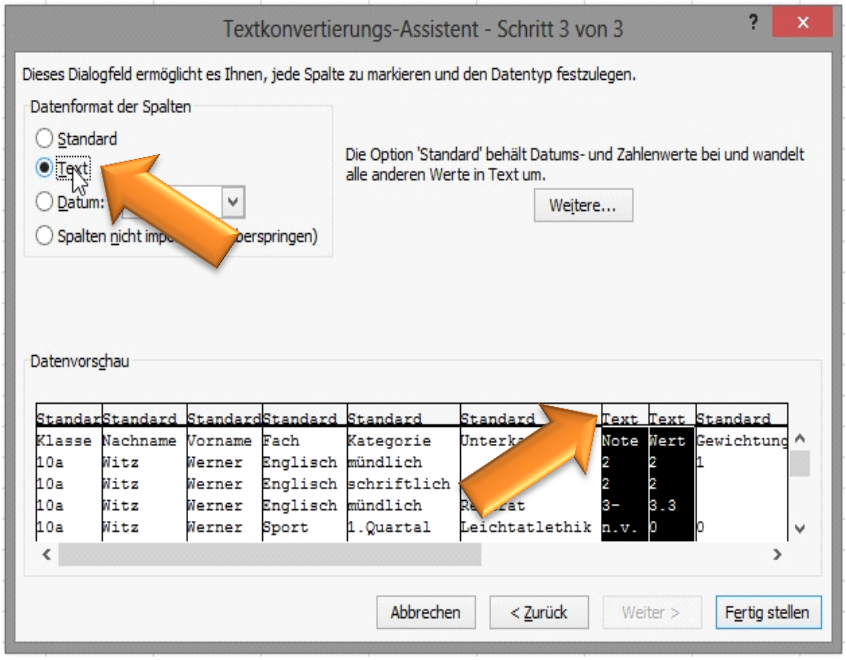

Textkonvertierungs-Assistent - Schritt 2 von 3
Dieses Dialogfeld ermöglicht es Ihnen, Trennzeichen festzulegen. Sie können in der Vorschau der markierten Daten sehen, wie Ihr Text erscheinen wird.
Trennzeichen
Tabstopp
Semikolon
Komma
Leerzeiche
Andere:
Aufeinanderfolgende Trennzeichen als ein Zeichen behandeln
Textqualifizierer:
Datenvorschau
Klasse Nachname Vorname Bemerkung Notiz Geschlecht Geburt
3a Test Bettina w
3a Mustermann Daniel Wechselt Schule zum 01.10. m
3a Demo Max Dauerlauf m
3a Beispiel Tina Hochbegabt w
Abbrechen
< Zurück
Weiter >
Fertig stellen

In the next dialogue window formatting's can be defined individually for each table column.

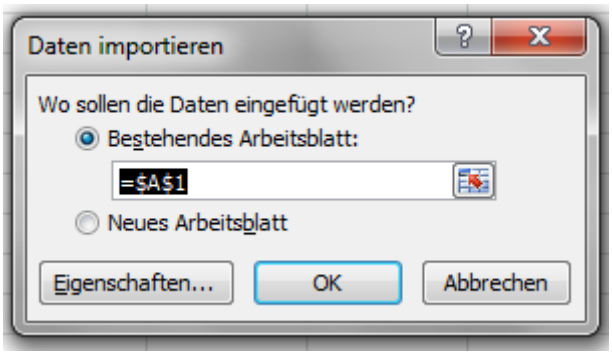
However, it is easier to skip this dialogue with "Next" and to edit the imported data in the created table according to the own preferences then.

In the „Text converting assistant step 3 of 3" „Standard" is pre-selected as format. For that reason Excel "thinks" that a number with a point can only be a date and changes it. Instead of numbers different date formats will then occur in the table.

For that reason: Please mark the two columns with the grades (or even all columns) and activate →„Text" as "Data format of the columns".


Textkonvertierungs-Assistent - Schritt 3 von 3
Dieses Dialogfeld ermöglicht es Ihnen, jede Spalte zu markieren und den Datentyp festzulegen.
Datenformat der Spalten
Standard
Text
Datum:
Spalten nicht importieren (überspringen)
Die Option 'Standard' behält Datums- und Zahlenwerte bei und wandelt alle anderen Werte in Text um.
Weitere...
Datenvorschau
Standard Standard Standard Standard Standard Standard Text Text Standard
Klasse Nachname Vorname Fach Kategorie Unterka Note Wert Gewichtung
10a Witz Werner Englisch mündlich 2 2 1
10a Witz Werner Englisch schriftlich 2 2
10a Witz Werner Englisch mündlich 3- 3.3
10a Witz Werner Sport 1.Quartal Leichtatlethik n.v. 0 0
Abbrechen
< Zurück
Weiter >
Fertig stellen

Now it must be defined, where the table shall be imported…



… and now all data have been imported and can be edited or processed arbitrarily.

	A	B	C	D	E	F	G	H
1	**DBId**	**Class**	**Lastname**	**Firstname**	**Remark**	**Note**	**Gender**	**Birthday**
2	3	10a	Demodata	Daniel		Going to change school 12/06	m	1997-05-
3	4	10a	Example	Eva			f	1996-09-
4	5	10a	Test	Tina			f	1996-05-
5	25	10a	Test	Tim			m	1996-04-
6	26	10a	Model	Micha			m	1996-10-
7	27	10a 10c	Lustig	Lisa			m	1997-04-
8	64	10a	Muster	Maximilian			m	1996-07-
9	74	10a	Model	Martin		XY	m	1999-09-
10	101	10a	Model	Marlen			m	1999-09-
11	136	10a	Probe	Pauline			m	1997-02-

Further processing using OpenOffice/LibreOffice

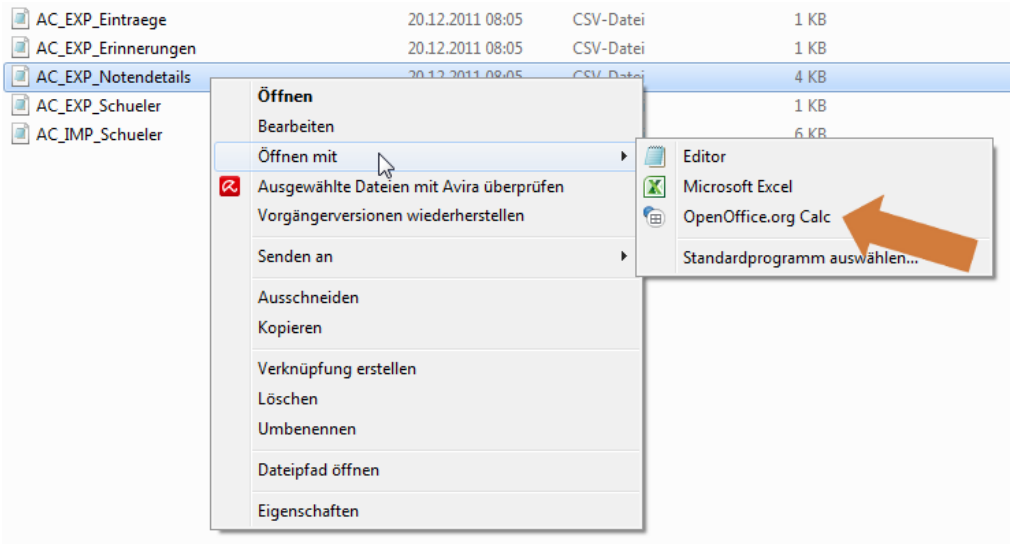
The CSV files created with the export function can for instance be exported to OpenOffice, respectively LibreOffice and further processed.

The following procedure is recommended for a trouble-free import:

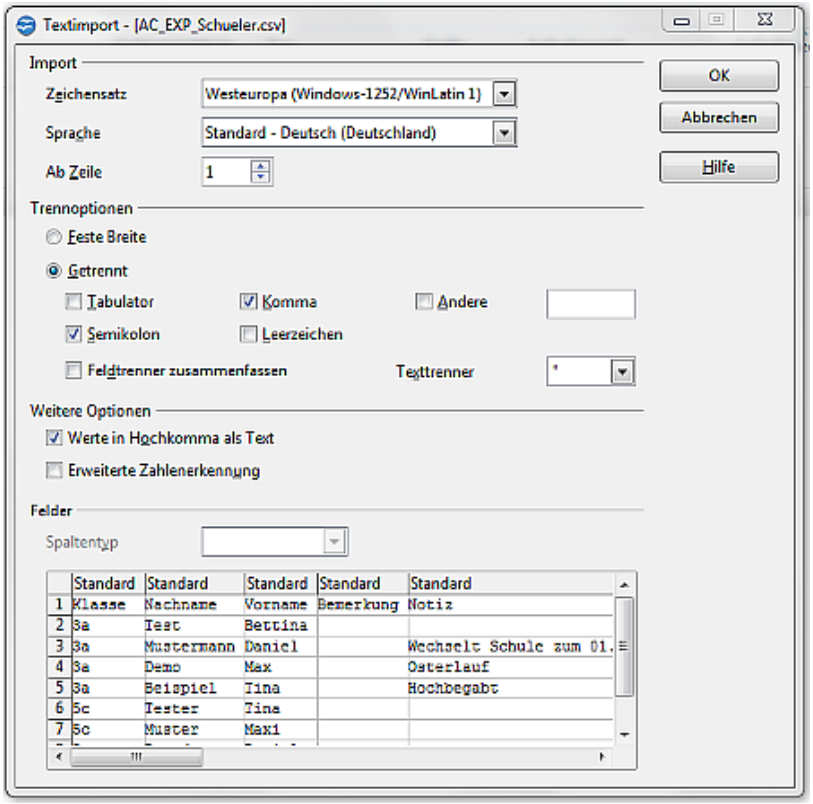
To begin with the export files from the own directory (if defined in the settings) or from the standard directory ***/TAPUCATE*/Export** of the smartphone/tablet have to be copied to the PC.

Please select the file that shall be imported in the file manager, open the dialogue window with the right mouse button and select “OpenOffice.org Calc” or “LibreOffice Calc“ via “Open with…”:

XII. Import/Export



Please make sure that the semi colon, respectively the comma (depending on the ***TAP**UCATE* settings) is selected here. Otherwise the data records won't be separated in cells. And via "OK"…



… all data have been imported in a new table and can now be edited or processed arbitrarily.

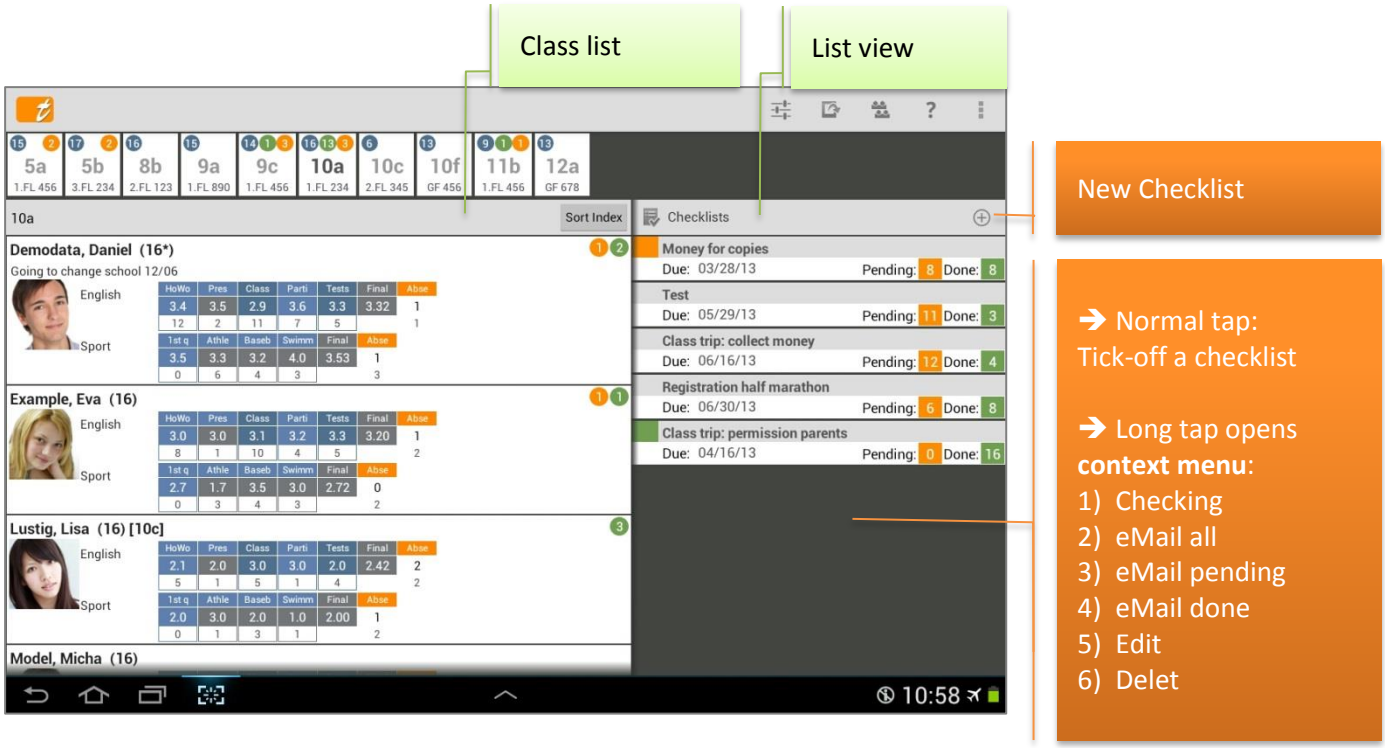
XIII. Further Functions

A. Checklists

General information

Checklists can be used for classes, to which all or some selected students are assigned. They are designated for closely coherent/temporary information, e.g. money for a class trip, signatures to be handed in, applications, etc.

NOTE: The entries are designated for the recording of durable information about the rating of students. If missing homework is recorded via the entries, this will be summed up in the student overview as well!



The checklist overview is in the list area.

With a swipe movement to the left or to the right (or via a tap on the lists drop-down menu) one can switch between the different lists/overviews:

➔ Class entries
➔ **Checklists**
➔ Overview serial input
➔ Overview reminders

All added checklists will be saved in the checklists overview and can be reopened and edited there at any time.

XIII. Further Functions

If many checklists have been entered during a school year in the loading time of these elements is significantly increased (this may happen with less powerful devices), the number of the checklists to be loaded can be reduced in the settings, see: ➲ “Settings for the classes overview“, page 13.

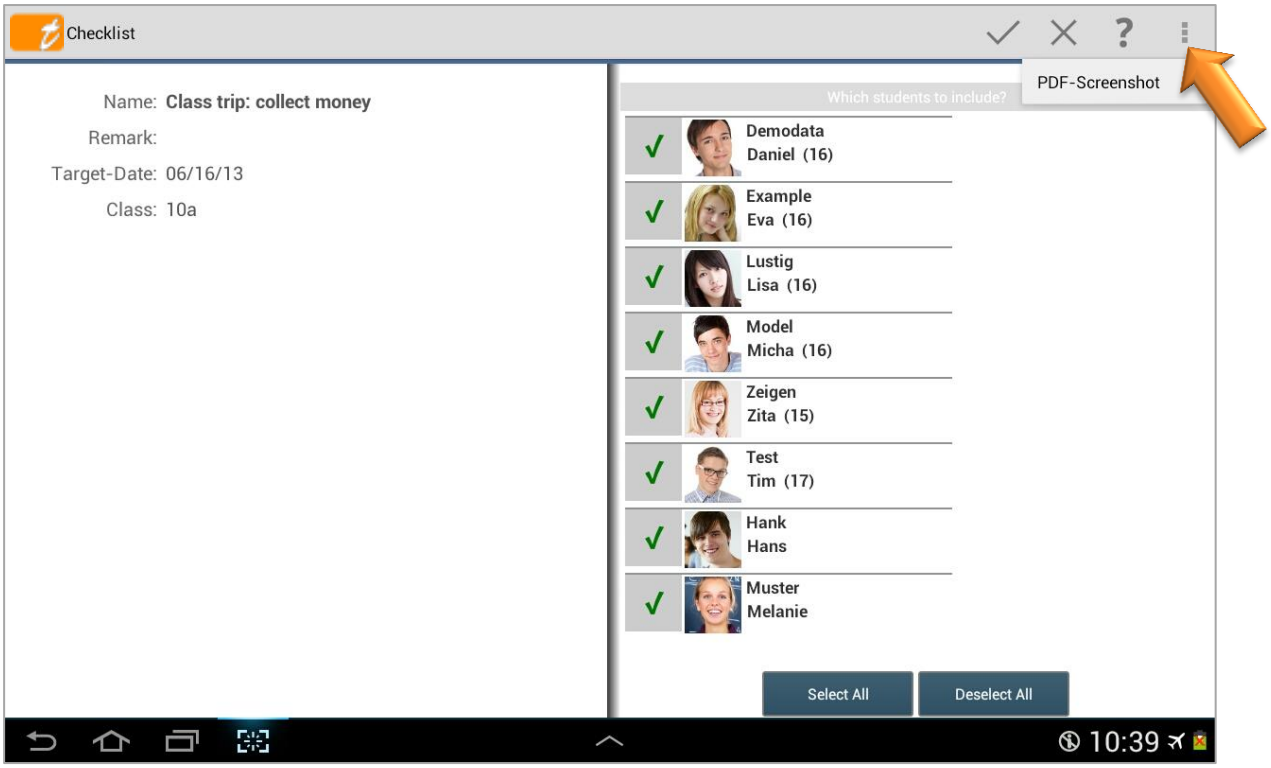
For a clearer overview the checklists are listed with a color marking, sorted by their status in the following order:

1.	Due and undone checklists	red
2.	Open and uncompleted checklists	grey
3.	Completed checklists	green

The first line contains the title, the date shows the maturity date and under “open“, respectively “done“ how many students have not been ticked off yet (open), respectively how many students have been ticked of (done).

Create a new checklist

With a tap on the **button „ + “** a new checklist can be created in the checklists overview.



To begin with a title has to be entered under **Name:**. In the field **Remark:** a further piece of information on the checklist can be entered.

XIII. Further Functions

The **Target-date:** indicates, when the checklist should be done, respectively when it is due.

Furthermore, here it is defined, which students are assigned to this checklist. As standard all students are selected, but can be "removed" with a normal tap on a student's✓.

Moreover, it is possible to save and/or to print this checklist as a PDF-file.

NOTE REGARDING THE PDF-FUNCTIONS: The PDF-functions are in their introductory phase and may be used for free till the end of the introductory phase. In order to be able to use the PDF-functions after their introductory phase, it will be obligatory to buy a PDF-extension module separately.

With a tap on the button "**Menu**" the context menu will open. Via the function → **PDF-Screenshot** a PDF-file with the data of this checklist will be created.

The file "**checklist_(Name)_(Datum).pdf**" will be saved to the directory → ***TAPUCATE*/Export**. Depending on the present printer it can be either printed directly or after copying it to the PC.

NOTE: With some smartphones/tablets the saving of the PDF-file on the SD-card will be "blocked" as soon as the smartphone/tablet is connected with the computer via USB!

For that reason: Please create the PDF-Screenshots first, and connect with the computer and copy the data afterwards.

PRIVACY PROTECTION: As standard the created PDF-files are unencrypted.

Via → **Settings** → **Security** a password can be determined and an encryption can be activated. Then you will need a PDF-program that is able to deal with password protection.

Do not send any unencrypted data via the internet! Furthermore, for sending personal data it needs the permission of the people concerned!

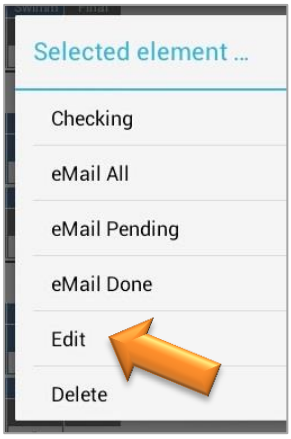
For exports: Please save the files for further processing on a safe data carrier and delete them on the mobile device!

XIII. Further Functions

Edit a checklist

Name, remark, maturity date and the corresponding students can be edited /changed at any time.

Via the **checklist context menu** (LONG tap on a checklist) the checklist dialogue will be opened via the function → **edit** just like the one for the creation and all data can be edited accordingly.

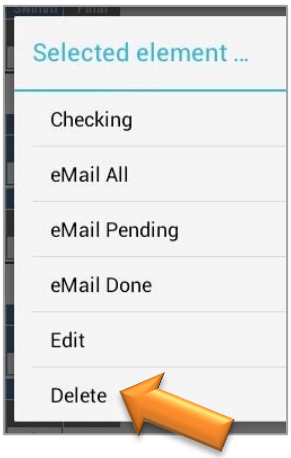


Delete a checklist

Checklists can be deleted at any time.

With a LONG tap on an existing checklist the **checklist context menu** will open. Via the function → **Delete** each checklist can be **deleted individually**.

It is also possible to **delete multiple checklists** collectively for a certain period, e.g. by the end of the school year. This can be done via the function → **Finalize period** → **Delete checklists irretrievably (!)**.



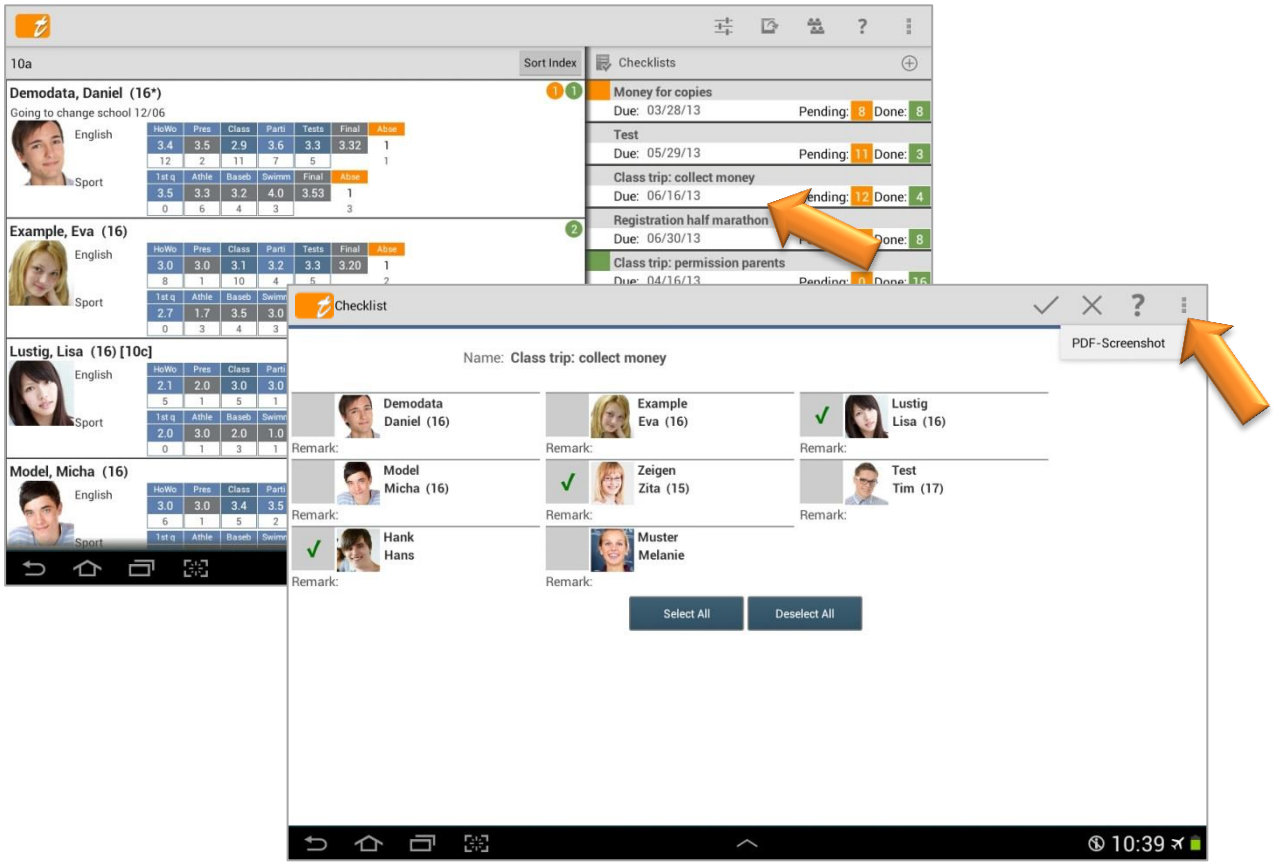
IMPORTANT: Before doing such actions please run a data export of the student entries (Function: → Menu → Data export → Student entries) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please save the export file and the backup file at an external location, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

Tick-off a checklist

Checklists can be ticked off quickly and easily in list form.

This tick-off list can be opened with a NORMAL tap on a created checklist and the students can be ticked off.

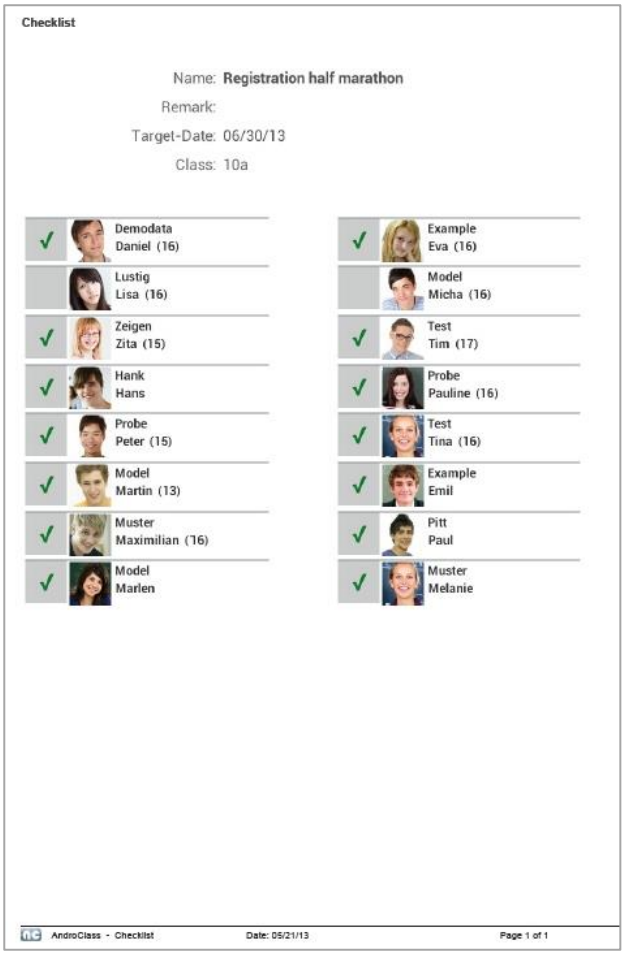
XIII. Further Functions



Via the **checklist context menu** (LONG tap on a checklist) the list can be opened via the function → **Checking** as well.

The students can then just be „ticked off“, and a remark for the student can be added, too.

Furthermore it is possible to save and/or to print this checklist as a PDF-file.



NOTE REGARDING THE PDF-FUNCTIONS: The PDF-functions are in their introductory phase and may be used for free till the end of the introductory phase. In order to be able to use the PDF-functions after their introductory phase, it will be obligatory to buy a PDF-extension module separately.

With a tap on the button “**Menu**“ the context menu will open. Via the function → **PDF-Screenshot** a PDF-file with the data of this checklist will be created.

The file “**checklist_(name)_(date).pdf**” will be saved in the folder → ***TAPUCATE*/Export**.

Depending on the printer it can be printed directly or after copying it to the computer.

NOTE: With some smartphones/tablets the saving of the PDF-file on the SD-card will be "blocked" as soon as the smartphone/tablet is connected with the computer via USB!

For that reason: Please create the PDF-Screenshots first, and connect with the computer and copy the data afterwards.

PRIVACY PROTECTION: As standard the created PDF-files are unencrypted.

Via → **Settings** → **Security** a password can be determined and an encryption can be activated. Then you will need a PDF-program that is able to deal with password protection.

After the entries have been saved, the number shown under "open: "and "done:" will be updated. As soon as all students of a checklist have been ticked off, the color marking will change from grey, respectively red to…

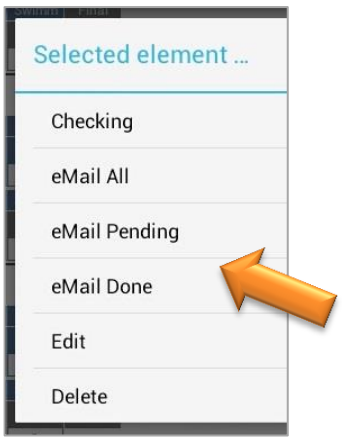
Done checklists	grün

Apart from that the checklist will be moved to the end of the overview automatically.

Checklist: Send eMails

If email addresses have been assigned with the student contacts, emails can be generated directly from the checklists overview, see: ➲ "Add a new student", page 25.

- ➔ eMail to all students of a checklist
- ➔ eMail to all not yet ticked off (open) students of a checklist
- ➔ eMail to all ticked off (done) students of a checklist



With a LONG tap on a checklist the **checklist context menu** will open with the following functions:

- ➔ eMail All
- ➔ eMail Pending
- ➔ eMail Done

With the according choice all corresponding students of a checklist will be notified per email.

PRIVACY PROTECTION: Naturally, the generated email data are unencrypted! For sending them, it is essential to use an email encrypting system (OpenPGP or S/MIME)! Email apps that are applicable are also available for Android™ (e.g. K9-email in conjunction with APG)! Apart from that, for sending personal data it needs the consent of those affected!

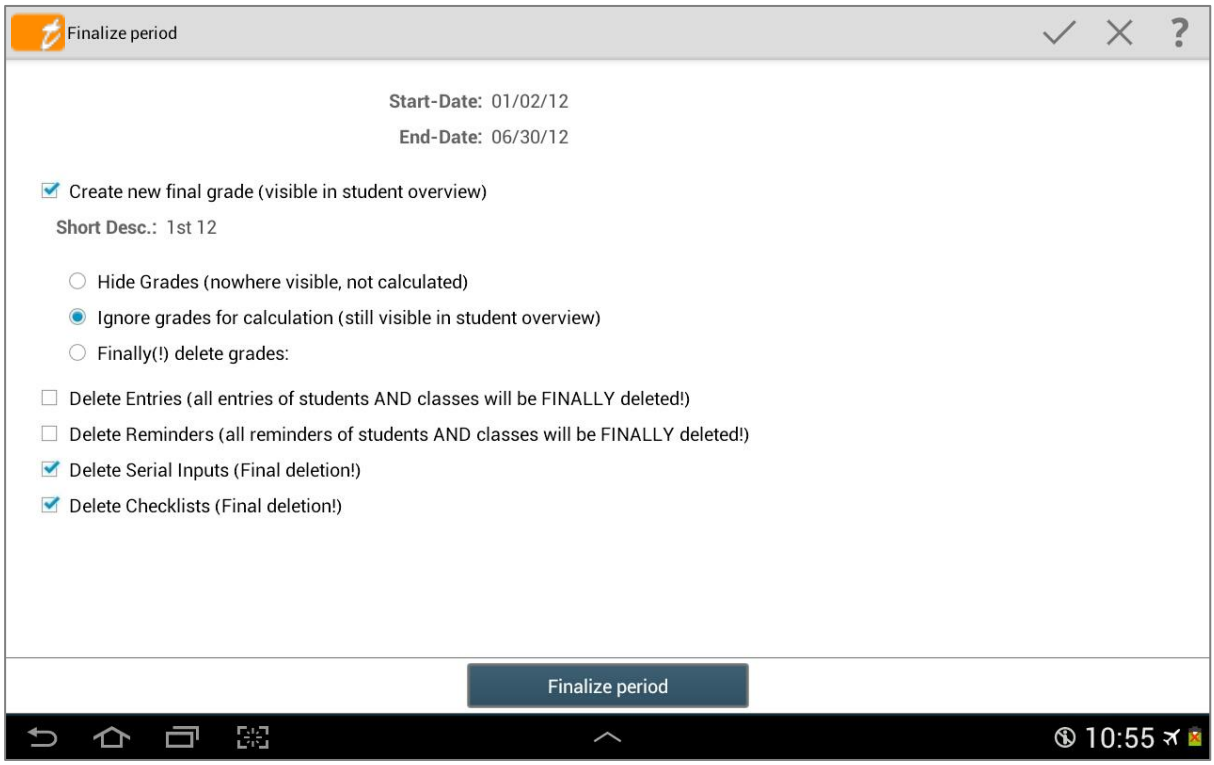
XIII. Further Functions

B. Finalize period

General information

There are two ways to create final grades:

1) Calculate a final grade from single grades or
2) Calculate a (new) final grade from existing final grades (e.g. generation of a final report mark from the grades of the first semester and the grades of the second semester)


Finalize period
Start-Date: 01/02/12
End-Date: 06/30/12
Create new final grade (visible in student overview)
Short Desc.: 1st 12
Hide Grades (nowhere visible, not calculated)
Ignore grades for calculation (still visible in student overview)
Finally(!) delete grades:
Delete Entries (all entries of students AND classes will be FINALLY deleted!)
Delete Reminders (all reminders of students AND classes will be FINALLY deleted!)
Delete Serial Inputs (Final deletion!)
Delete Checklists (Final deletion!)
Finalize period
10:55

Via the function → **Finalize period** following actions can be executed for a defined period (start date and end date):

- ➔ **Generate** final grade from existing grades
  - ➔ Hide grades and remove them for the calculations (these grades can be displayed again)
  - ➔ Let the grades remain visible, but remove them for the calculation
  - ➔ Delete grades irretrievably (!)
- ➔ Delete student and class entries irretrievably (!)
- ➔ Delete **Reminders** irretrievably (!)
- ➔ Delete **Serial inputs** (NOT single grades) irretrievably (!)
- ➔ Delete **Checklists** irretrievably (!)

Each period finalization can be started differently for each class.

IMPORTANT: Before doing such actions please run a data export of the student entries (Function: → Menu → Data export → Student entries) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please save the export file and the backup file at an external location, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

Create a final grade (from existing single grades)

Via the function **Menu → Finalize period** a dialogue for the finalization of the period will be opened.

To begin with, a **description for the final grade** shall be entered. This description will be displayed as grade description with the final grade in the student overview.

IMPORTANT: Please **adapt the start and end date** at all costs! As standard the current date is displayed for both dates, and if this setting remains unchanged, it might be impossible to create a period finalization!

If only a start/end date and a grade description are entered and “Generate final grade in the student overview” is activated (but **NONE of the other selectable options concerning the grades**), ONLY one final grade will be created. As usual, all grades will be considered for the calculation of the final grade then.

This might be helpful, if, for instance, only one final grade shall be generated for information purposes.

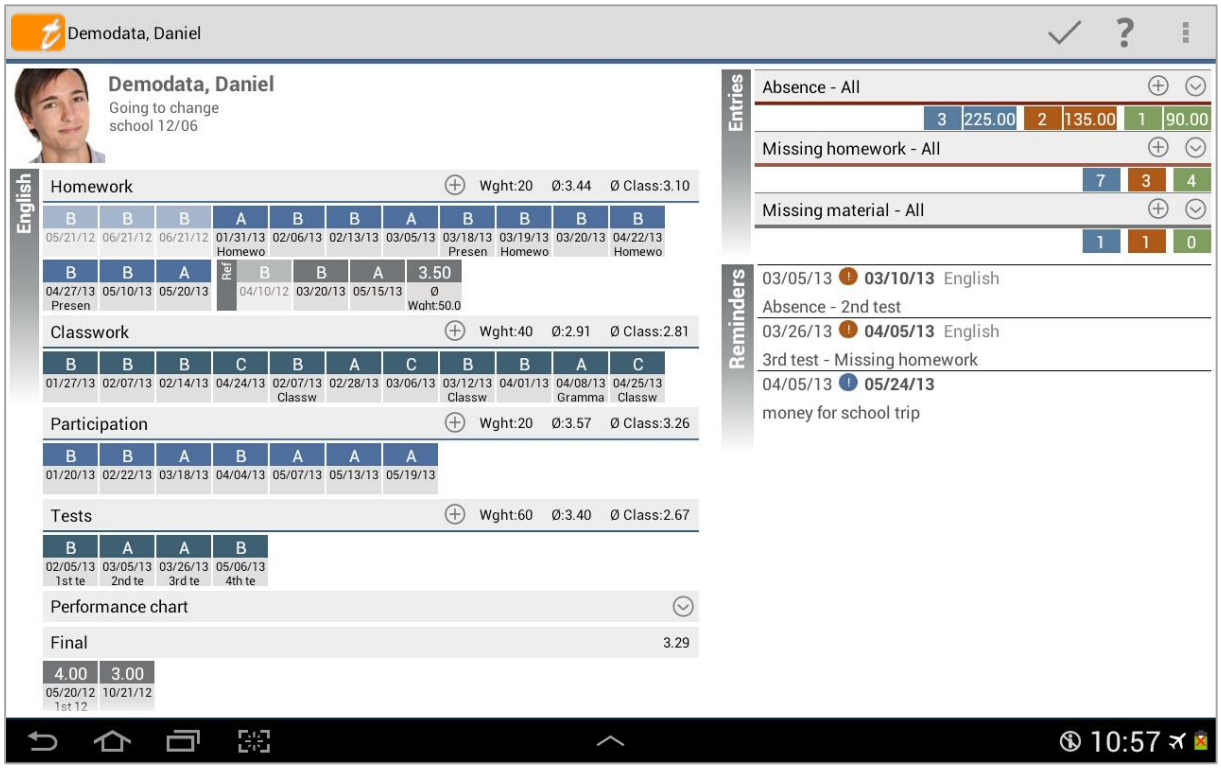
Via the **function → Hide grades** it is defined that all grades that have been considered for the calculation of the final grade, are hidden in the student overview as well. Thereby the grades considered for the period finalization are completely invisible.

These hidden grades can be restored, see: ➲“Restore individual grades“, page 152.

If the “old” grades are still needed for information purposes, the **function → Remove grades from calculation** can be chosen. Using this function all grades that have been considered for the calculation of the average grade and the final grade will remain visible, but will **NO LONGER** be considered for the calculation of the current average grade and final grade of the current school year.

Whether a grade has been considered in a period finalization or not, becomes visible in the student overview.

XIII. Further Functions

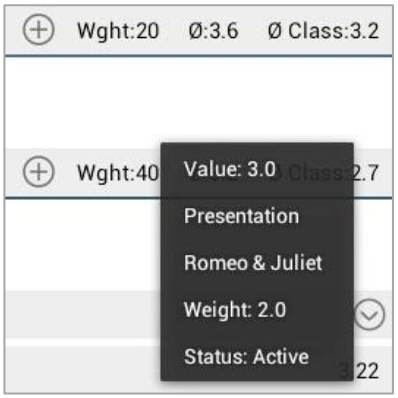


Tablet version (***TAP**UCATE* – Teacher Tablet): The grades „grayed out" have been considered in a period finalization and are not being considered in the current calculation of the final grade.

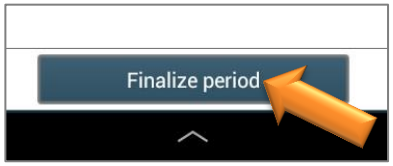
Both ***TAP**UCATE* versions: A short tap on a grade in the student overview will open this info-window:

➔ **Status: Active**
→ Grade has not been considered in a finalization yet

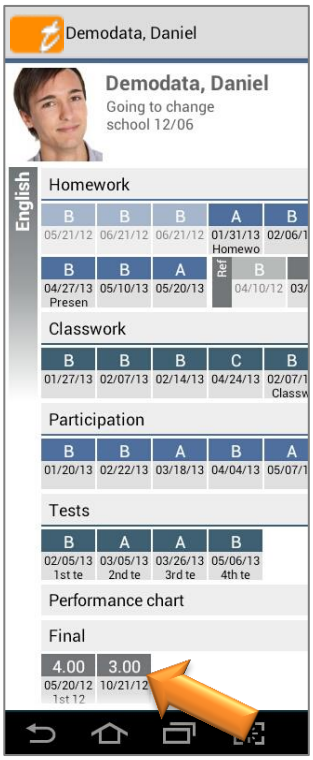
➔ **Status: Finalized/visible**
→ Grade has been considered in a period finalization, but is displayed for information purposes. This grade is **NOT** being considered for the calculation of the current final grade.



Is it is clear that the "old" grades are not needed any longer, they can be deleted irretrievably via the **function → Delete grades irretrievably (!).** A restoration of these grades is **impossible** then.



With a tap on the button „**Finalize period**" a dialogue will open, in which **classes can be selected**, for which the defined finalization shall be executed.



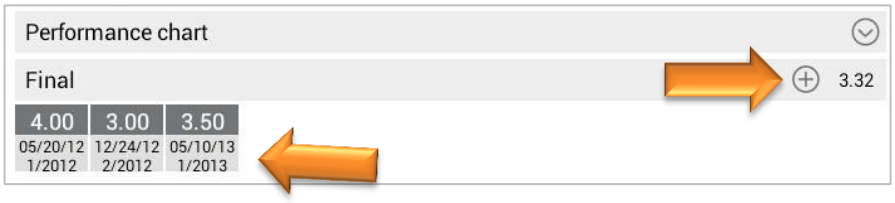
If this class selection dialogue is confirmed, the period finalization will be started and a final grade will be displayed for every student in the student overview.

IMPORTANT: Before doing such actions please run a data export of the student entries (Function: → Menu → Data export → Student entries) **AND**, additionally, make a backup (Function: → Menu → Data Backup). Please save the export file and the backup file at an external location, see: ➲ „Data Backup“, page 96, and „Data Export“, page 130.

Create a final grade (from existing final grades)

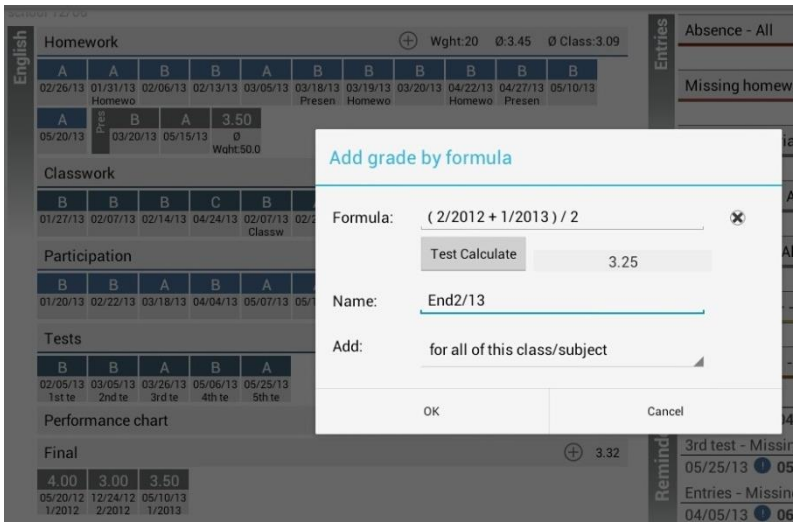
With the calculation of the “final” record grade the grades of the first half-year (final grade 1.HY) can be considered as well.

To begin with it is necessary to create final grades for all periods (e.g. 1. half-year and 2. half-year) via the function → **Finalize period**.



From the student overview a dialogue can be opened with a tap on the „+“-button in the final grade bar in which it has to be selected, which existing final grades shall be considered for the calculation and the generation of a further (final) final grade.

If then, for instance, 2 final grades are selected (here grade1 „2/2012“ and grade2 „1/2013“), as standard ***TAP**UCATE* understands that both grades shall be weightet identically and enters the formula:



New final grade =
(grade1 + grade2) / 2

This formula can be adapted arbitrarily.

If, e.g. the record grade of the first half-year shall be weighted doubly, the formula will be accordingly:

New final grade = (grade1 * 2 + grade2) / 3

With a tap on the field **Test Calculate** the grade will be calculated and the formula can be proven right away.

Then a name can be entered and under The item “Add“ it must be defined, whether this new grade shall be entered

a) for all students of the class / the subject or
b) for the current student only.

Via a tap on the button “OK” a new final grade will be generated,displaayed in the student overview and can afterwards be edited, respectively deleted here.

Delete multiple entries at once

Via the function **Menu → Finalize period** it is possible to delete multiple entries (student and class entries) in a certain period collectively, e.g. at the end of the school year.

Therefore it is only required to adapt the start date and the end date in the **window: Finalize period** and to activate the button **“Delete entries irretrievably (!)”**.

If then the desired classes are selected via the button “**Finalize period**“, all corresponding entries will be deleted irretrievably from the class entry list and from the related student overviews.

XIII. Further Functions

Delete multiple reminders at once

Via the function **Menu** → **Finalize period** it is possible to delete multiple reminders in a certain period collectively, e.g. at the end of the school year.

Therefore it is only required to adapt the start date and the end date in the **window: Finalize period** and to activate the button **"Delete reminders irretrievably (!)"**.

If then the desired classes are selected via the button "**Finalize period**", all corresponding reminders will be deleted irretrievably from the class entry list and from the related student overviews.

Delete multiple serial inputs at once

Via the function **Menu** → **Finalize period** it is possible to delete multiple serial inputs in a certain period collectively, e.g. at the end of the school year. Thereby ONLY the entries from the serial input overviews will be deleted, NO related grades and/or entries.

Therefore it is only required to adapt the start date and the end date in the **window: Finalize period** and to activate the button **"Delete serial inputs irretrievably (!)"**.

If then the desired classes are selected via the button "**Finalize period**", all corresponding serial input entries will be deleted irretrievably from the serial input overview.

Delete multiple checklists at once

Via the function **Menu** → **Finalize period** it is possible to delete multiple checklists in a certain period collectively, e.g. at the end of the school year.

Therefore it is only required to adapt the start date and the end date in the **window: Finalize period** and to activate the button **"Delete checklists irretrievably (!)"**.

If then the desired classes are selected via the button "**Finalize period**", all corresponding checklists will be deleted irretrievably from the checklist overview.

Restore individual grades

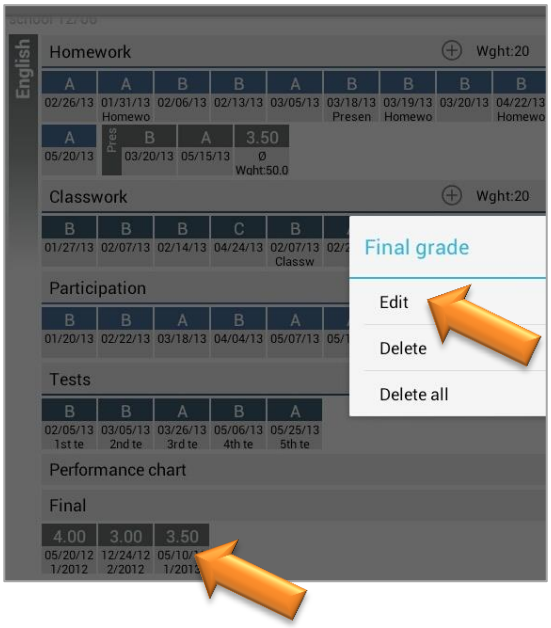
If grades hidden by a period finalization shall become visible again, respectively shall be displayed again, this can be done via the function **Menu** → **Finalize period** as well.

Therefore it is only required to enter the absolutely **identical period** (start date and end date) in the period finalization window and to **deactivate all other functions** – including the standard function → Generate new final grade in the student overview!

If then – after tapping the button "**Finalize period"** – the desired classes are selected, all hidden grades will be displayed again, the status will be changed to "active" and the grades will be considered again for the calculation of the current final grade.

Edit a final grade

With a period finalization a calculated final grade will be output to the student overview (if the function → Create new final grade in the student overview has been activated).



This grade is a calculated result of all single grades – but need not be identical with the actually given (half)-year record grade.

Of course the calculated final grade can be adapted, so that always the current data are available for ***TAP**UCATE*.

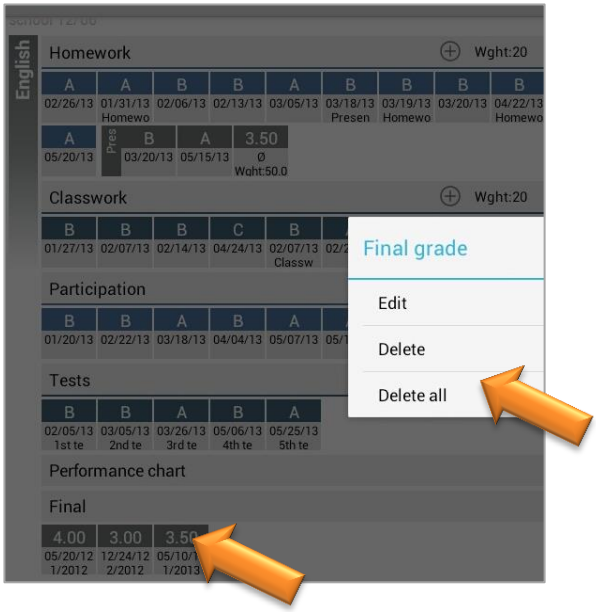
The grading window can be opened with a tap on this final grade. On the one hand it contains all information about the period finalization, on the other hand a grade can be **edited, respectively changed** by tapping it once.

In this case the grades are not to be entered via the grading dialogue, e.g. 1+ to 6, but they have to be entered in decimal figures, e.g. 2.7 for a 3+.

Delete a final grade

With a period finalization a calculated final grade will be output to the student overview (if the function → Create new final grade in the student overview has been activated).

If a final grade is not needed anymore, because, for instance, a new period finalization shall be created, it simply can be deleted.



In the student overview a context menu can be opened with a LONG tap on this final grade and via the function → **Delete** the selected single grade can be deleted.

Via the function → **Delete all** All final grades (end grades) with **the same name** will be deleted for **ALL students** of this subject/class collectively.

XIII. Further Functions

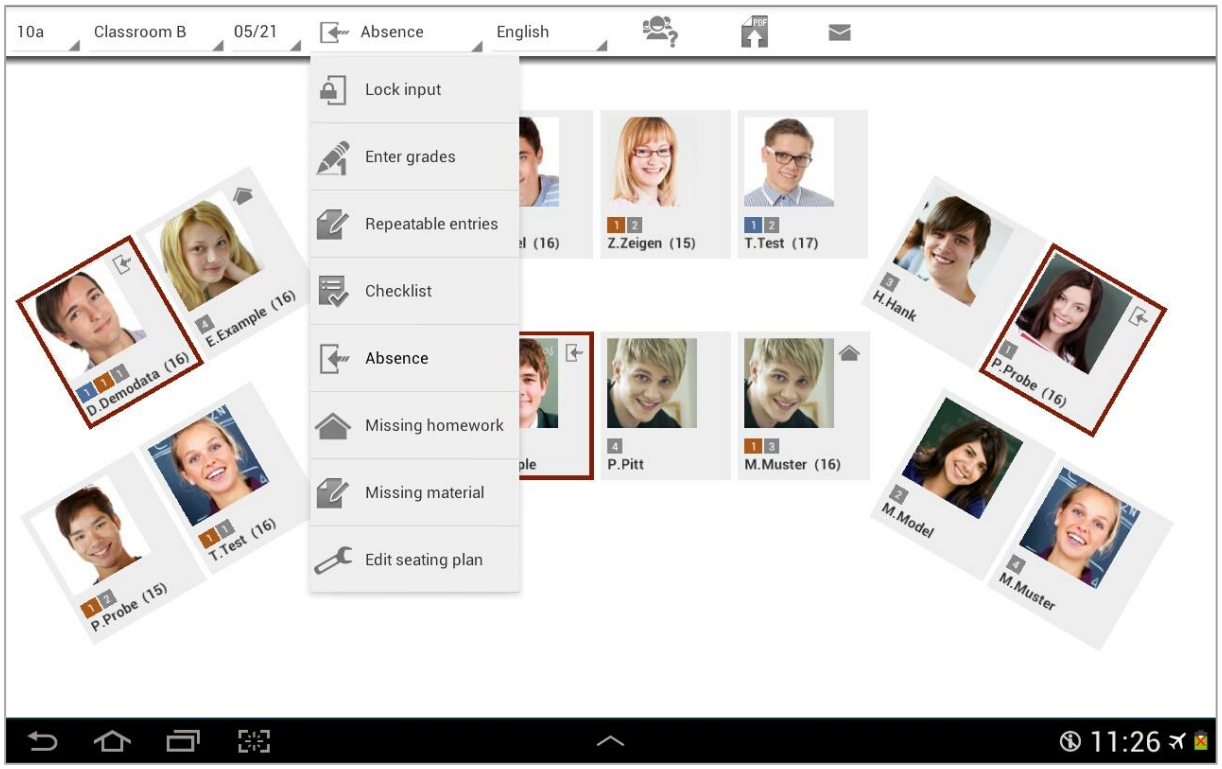
C. Seating Plan (*TAPUCATE*-Extension-App „EP1“)

General information

NOTE: The seating plan incl. all functions is part of the ***TAPUCATE* extension app „EP1“**and can be purchased separately via GooglePlay™.

The extension package „EP1“extends ***TAP****UCATE* by the following functions:

- ➔ Display of a graphical performance history in the student overview
- ➔ Seating plan with direct entry opportunities for grades, entries, for the tick-off of checklists, and much more.



A more detailed description – as well about the further contents of the ***TAP****UCATE* extension app „EP1“ can be found in the separate manual.

XIII. Further Functions

D. Data Archive

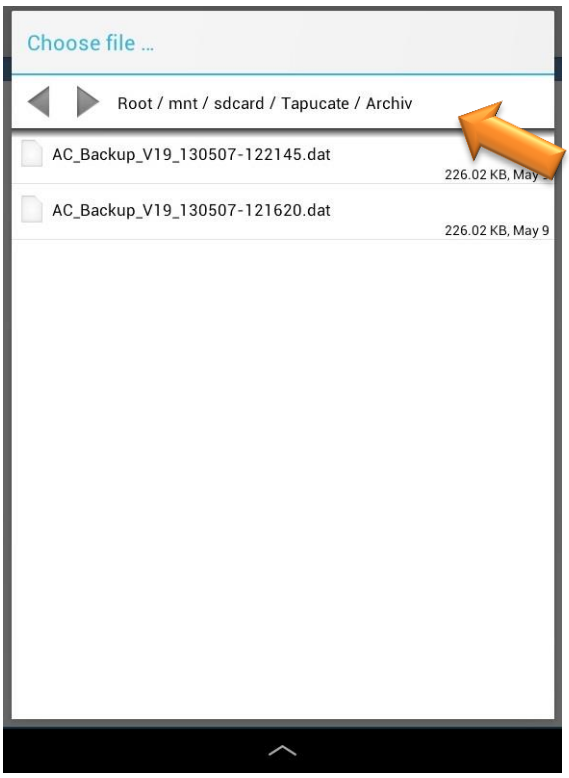
General Information

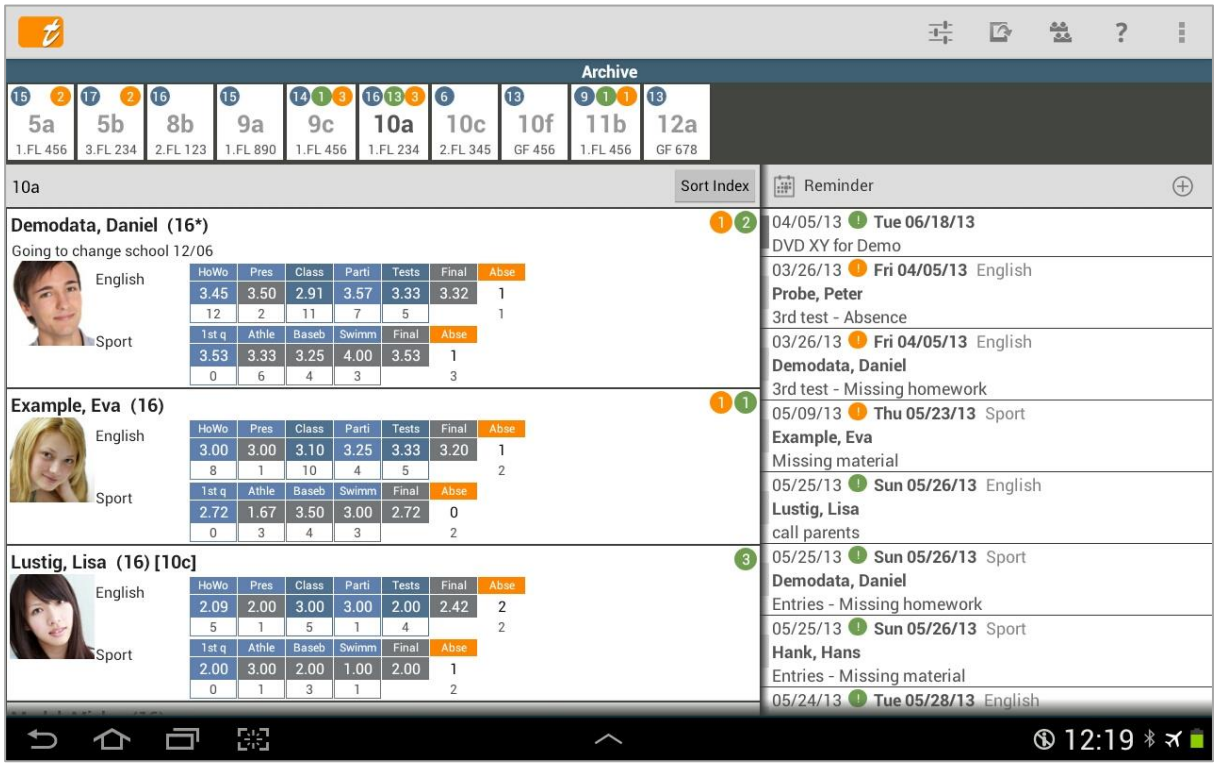
Existing backup files can be opened quickly and easily via the archive function and all saved files are immediately visible.

Via the menu a file manager can be opened via the function → **Open archive**.

With a tap on the directories one can switch between all directories of your device and the desired backup file can be selected.

With a tap on a backup file the restoration to the archive will be started and after the password has been entered correctly, it will finally be opened in the archive.





XIII. Further Functions

In the archive itself all saved ***TAP****UCATE* data are available and they can be processed as usual.

IMPORTANT: It is the basic philosophy of ***TAP****UCATE* – according to the meaning of an archive – not to change the original data!

That means: If changes are made, they will **not be saved automatically** and will get lost when the archive is closed. If changes shall be available at a later point of time, they have to be saved via the function → **Backup**.

The archive can be close via the function → **Close archive** and one returns to the class overview with the current data.

Archiving previous school years

For the archiving of previous school years we recommend the following procedure:

➔ As soon as the school year (or any other period) is finally completed, that means everything incl. all record grades has been completed, the data can be backed up:
→ Manual backup, see: page 97
→ DataBASE export, see: page 111
→ All exports (grade details, grade overview, etc.), see: page 130

Although a manual backup for its own would meet the requirements, we recommend using all mentioned security features! Obwohl eine manuelle Datensicherung allein ausreichend wäre, empfehlen wir Ihnen, alle genannten Sicherungsverfahren zu verwenden!

➔ Copy/save all generated files additionally to the PC

➔ In order to be able to recognize the currently created manual backup file as an archived school year, we recommend to rename the file (AC_Backup_Vx_date_time.dat) into e.g. AC_Archiv_2012_2013.dat.

➔ Make sure that the file ending „.dat“ is being preserved!

➔ In order to have the archive always within reach, you ought to copy the data to the (already existing) directory on your mobile device: ***TAPUCATE*/Archive**

➔ Test with ***TAP****UCATE*, if the archive file works faultlessly:
TAP*UCATE*: → Menu → Open archive → Choose file from the archive

XIII. Further Functions

Preparation of a new school year

First all data shall be backed up and archived carefully. Please follow the procedure as described in the previous chapter “Archiving previous school years”.

If all files of the current backup, those of the DataBASE export and the CSV-files of the exports have been additionally saved to the PC and the faultless function of the archive file has been tested, the current data may be deleted.

This can be carried out via the function → Finalize period. For further information about that, see: ➲ “Finalize period“, page 147.

If all data have been deleted, it is recommended to …

- ➔ rename the class, see: ➲ „Edit a class“, page 22,
- ➔ move students to other classes if necessary, see: ➲ „Move student to another class“, page 31
- ➔ have students who have left a school/class hidden or deleted, see: ➲ „Delete/hide a student“, Seite 32

New classes incl. all new students can be imported afterwards, see: ➲ „Import student data“, page 119.

ATTENTION: If new classes/new students are being attached to an existing CSV-import file, the class names of the already existing students have to be identical with the current class names (in ***TAP****UCATE*). ***TAP****UCATE* will compare classes and students to each other and will only import the “new” data records.

XIV. Other

A. Legal/ Terms of use

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